



BAS01 - Goods Movement Permit

Please complete the form and send to Campus Protection Services, Room 1, Burnage House, Lower Campus, UCT. Tel. (021) 650-2224 or email to: CPS-Communication@uct.ac.za.

Note:

- The HOD and person removing the article/s **must** complete this form and submit a copy to Campus Protection Services at Burnage House **before** removal from the premises.
- A copy of this completed form **must** accompany the article/s at all times.

Examples of goods include, but are not limited to:

- desktop computers, monitors, printers, AV and teaching equipment (projectors, speakers, screens),
- furniture (desks, chairs); network hardware (routers, switches, cabling),
- lab instruments, lighting fixtures, tools, specialised equipment.

Note: This is a fillable PDF form with form fields and must first be downloaded to your computer (right-click and *Save link as*) before it can be completed using [Adobe Acrobat Reader](#). Do not use **Adobe Fill & Sign**, as this disables the form fields. Instead **complete the form by entering data into the existing form fields**.

GOODS MOVEMENT DETAILS	Details of person authorised to remove/move goods				
	Full name				
	Staff/Student/Third party number				
	Details of goods to be removed/moved				
	Description of article/s				
	Serial no. if applicable:				
	Details of goods movement				
	University premises from which goods are to be removed (name of building/ dept):				
	Reasons for goods movement:				
	Goods to be returned: Y/ N			YES	
If goods to be returned, date of return:					

PERMISSION	Permission granted by:			
	I confirm that I am authorised to grant permission for this goods movement (tick)			
	Full name			
	Staff number			
	Contact number			
	Department			
	Date granted			
Signature				