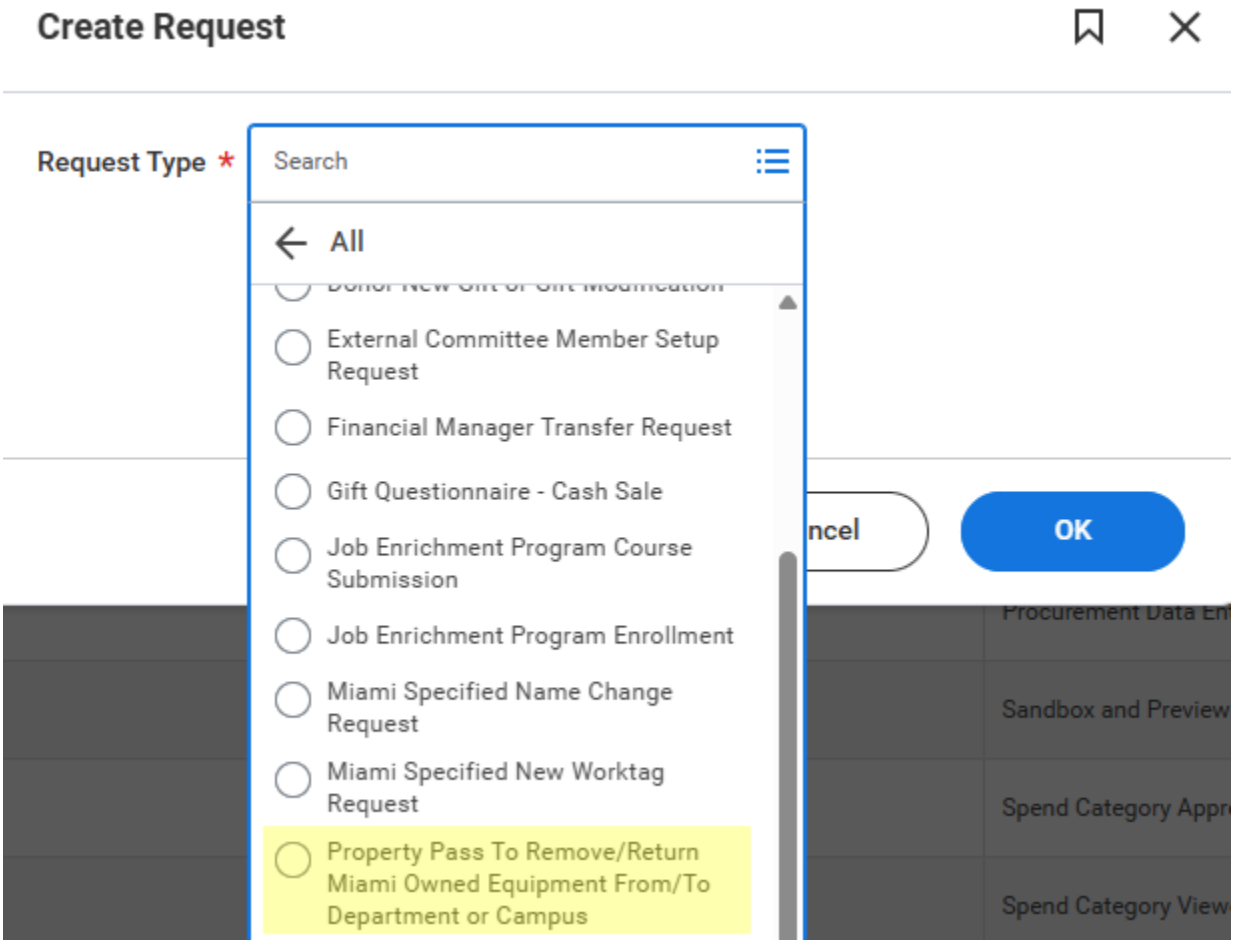
Property Pass –

If equipment is moved off campus, Miami requires all equipment be signed out before being moved. Create a Property Pass through “Create Request” in Workday –



Once the Property Pass to Remove/Return form has been selected, complete the requested information and submit. Once the task has been completed by the staff in the Office of Plant Funds you will receive a return notification in your Workday inbox.