



NEW JERSEY DEPARTMENT  
OF CHILDREN AND FAMILIES

## New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	5-21-2012
Subchapter:	1	Forms	
Issuance:	16.99	<b>CP&amp;P Form 16-99, Office Automation Equipment inventory/Property Removal</b>	

Click here to view, complete, and print CP&P Form [16-99](#), Office Automation Equipment Inventory/Property Removal.

### WHEN TO USE IT

The form is used to request and receive authorization to remove a personal computer (portable notebook) and/or other computer equipment to be used at home or at a non-CP&P work site on a temporary basis. See [CP&P-IX-H-1-100](#) for policy and procedures.

The form is also used to present to the guard, where applicable, when relocating equipment within CP&P or DCF.

Computer equipment includes micro-computers, word processors, terminals and components including monitors, keyboards, modems, CPUs, printers and related devices.

### HOW TO USE IT

Complete each section in full. The Office Manager or designee compares the information on the form with the description, model and serial number of the equipment to be removed before signing the form.

Send two (2) copies of the form to the Office of Information Services before equipment is removed. File a signed copy in the employee's office. The original is given to the guard (if applicable) before the employee leaves the building.

### DISTRIBUTION

- Original - Guard (if applicable)
- Copy (2) - Office of Information Services
- Copy - Employee

Copy - Office File