

# Property Receipt

Department \_\_\_\_\_

Date \_\_\_\_\_

I am familiar with the University's rules on the use of University property at off-campus sites, and I agree to accept responsibility for the property listed below, and to safeguard this property until returned, on or before \_\_\_\_\_.

The property will be located at: \_\_\_\_\_.  
For use at the University, at home, and/or while traveling on University business.

**I understand that Institution property is intended for use by the Institution and is not for personal use by faculty, staff or students at any time.**

I agree that if I am found negligent in my responsibility to safeguard the listed property, and because of this negligence this property is lost or damaged, I authorize the value of the lost or damaged property, as indicated below, to be withheld from any salary payment to me.

<u>Property Description</u>	<u>Identification No.</u>	<u>Value</u>	<u>Condition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Borrowers' Name

\_\_\_\_\_  
Borrowers' Signature

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Department Head Signature

**Equipment Loan Agreements Records:** This series documents the institution's lending of equipment to borrowers conducting research, educational programs, and or other activities consistent with institution goals and missions. This series may include but is not limited to: signed equipment loan agreements which outline the conditions under which the loan is made and the responsibility assumed by the borrower; and related documentation and correspondence.

Record Copy: Units  
Retention: 6 years after expiration of agreement.  
Other Copies:  
Retention: 3 years after termination of agreement.