

Property Receipt

Department of Chemistry

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 with:

for use at the university, at home, and while traveling on university business.

I understand that Institution property is intended to be used for university business 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>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Borrowers' Name

Department Head

Borrowers' Signature

Department Head Signature

Revised 04/99

Property Receipt Form

This form is used to document when an employee removes university property from campus (i.e., taking property to their residence). This form serves to document the items borrowed, the length of time they will be off campus, and the necessary approvals. The following are the detailed instructions to completing the Property Receipt Form:

1. Department: indicate the department that owns the asset item
2. Date: Today's date
3. Return date: indicate the date the item will be returned to campus
4. Location: Document the location where the property will be maintained while not on the University property.
5. Property Description: Brief description of the item(s) being borrowed
6. ID #: This number is from the UO Property Tag
7. Value: Book value of the item (contact Property Control if you do not know the value)
8. Condition: Note any existing damage before the item leaves University property
9. Complete the bottom section of the form with the Borrower's name and signature, and the Department Head's name and signature.

The home department needs to retain the original form and route a copy to Property Control.