



# PROPERTY CUSTODY RECEIPT

Property Tag #:  Description:

Make:  Model:  Serial #:

Property Issued To:  Department:  Phone:

Property approved for check out for the following period. Fr:  To:

|                                     |                               |                               |                               |                                    |
|-------------------------------------|-------------------------------|-------------------------------|-------------------------------|------------------------------------|
| Condition of property at check out: | <input type="checkbox"/> Poor | <input type="checkbox"/> Fair | <input type="checkbox"/> Good | <input type="checkbox"/> Excellent |
| Condition of property at check in:  | <input type="checkbox"/> Poor | <input type="checkbox"/> Fair | <input type="checkbox"/> Good | <input type="checkbox"/> Excellent |

I certify that I will be responsible for the safekeeping of the above equipment. In the event of damage, loss, theft, or my failure to return the equipment in the same condition as it was at the time of issue (normal wear and tear excepted), I agree to reimburse the University, if requested, for the amount of loss. Failure to return equipment will be reported to the University Police Department. Note: Storage of personally identifiable information (e.g., social security number, bank account information, medical history, etc.) on University owned cell phones and/or digital storage devices, laptops, PDA's, is never allowed.

Signature: \_\_\_\_\_ Date:

Authorizing Official:  Phone:

Authorizing Official Signature: \_\_\_\_\_ Date:

**In an effort to keep legible/accurate records. Please fill out the entire form electronically then print, sign and obtain the Authorizing Official signature. The Assignee and Department Property Custodian must keep a copy on file.**

Questions can be directed to CSUEB Property Coordinator, Matt OKeefe at x5-4256 or [matthew.okeefe@csueastbay.edu](mailto:matthew.okeefe@csueastbay.edu)

Revised 8/2011

## **Property Custody Receipt Instructions**

1. **Property Custody Receipt's** are the responsibility of the **Assignee and the Department Property Custodians** and should be kept on file for all equipment taken off campus.
2. Fill out a **A**

