



OFFICE OF ADMINISTRATION AND FINANCE

Property & Safety

Equipment Responsibility Form

Equipment Issued:

Item Description: _____

Tag #: _____ Model # _____

Serial #: _____

Borrower's Information

Name: _____

Department: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____

Cell Phone: _____ Email: _____

1. Each employee is assigned such equipment as necessary for the employee to carry out his/her job responsibility. It is the responsibility of the employee to maintain these items in good repair. All transferred, lost or damaged equipment must be immediately reported to the director/supervisor and to the Director of Property Management.
2. The employee will be charged the replacement value for any item damaged, lost or stolen. Employee will be given 60 days after reporting a lost item to locate the item before they must pay for the item. This payment will not be refunded if the item is located by the employee later.
3. The Vice Chancellor for Administration and Finance may, at the recommendation of the Director of Property Management, grant either a full or partial exemption from these provisions should it be determined, based upon evidence provided by the employee, that the employee was not negligent in the loss, damage or theft of equipment or that other mitigating circumstances exist. Furthermore, the employee's director/supervisor may initiate appropriate personnel actions whenever equipment is damaged, lost or stolen.
4. By signature below, employee acknowledges and accepts the terms and conditions of this equipment responsibility form.

Borrower's signature: _____ Date: _____

Checked OUT by: _____ Date/Time: _____

Property Manager: _____ Date/Time: _____