

Receiving & Property Control

Phone: 662-325-2545
 Fax: 662-325-4551
 Mail Stop 9605

This form should be completed any time equipment is removed from the department premises for any reason and for any length of time. It is only valid if completed in its entirety and updated every twelve months from the date at the top of the form. The department is responsible for maintaining this form and providing a copy to Receiving & Property Control. Further, it should be made available upon request for any reason.

This form prepared by:

Name: _____ Phone: _____ Date: _____

Dept. Inventory Representative: _____

Dept Id: _____ Dept Name: _____

Inventory Number	Item Description	Serial Number	Cost/Value

Additional items may be listed in an attachment to this form.

This is to verify that I have the equipment listed above and that I am using it to complete official departmental business. I accept full responsibility for the equipment while entrusted to my care and will return the equipment when any of the following conditions occur: (1) when the equipment is no longer needed for official departmental business; (2) at the request of the department head, dean, director, vice president or Property Officer; (3) at the end of my employment with the department.

 Typed Employee's Name Employee's Signature Date Expected Return Date

This section is to be completed by the Departmental Inventory Representative or Department Head

I have visually seen and inspected the equipment listed above upon the _____ issuance _____ renewal of this form. (Please mark the appropriate action.)

 Department Inventory Representative/Department Head Date Phone Number

Return of Equipment Verification

Employee's Signature	Date	Department Property Representative/Department Head	Return Date
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Property Control Use Only:

Agency _____ Trans Code _____ Report No _____ Month Year _____ Initial _____ Date _____



**Hand Receipt Form
for Temporary Use/Off-Campus Use of Equipment
Instructions**

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Form is available at www.property.msstate.edu

Off-Campus is described as a personal residence, private shop, private lab or private office. When it is necessary to remove equipment from the assigned department in order to conduct official University business, a hand receipt documenting the move should be kept on file by the department and a copy forwarded to Receiving and Property Control. **This includes the use of cell phones and laptop computers.**

Please include all available information. Incomplete or handwritten forms will be returned to the department for completion.

1. **Preparer Information-** Enter the name and phone number of the person completing the form; enter the date form was prepared
2. **Department Id-** Enter the two-digit department id number (ex. R3)
3. **Department Name-** Enter your department name (ex. Receiving & Property Control)
4. **Department Inventory Representative-** Enter the name of the person in your department responsible for equipment inventory
5. **Inventory Number-** Enter the inventory number assigned to the equipment
6. **Item Description-** Enter the description of the equipment
7. **Serial Number-** Enter the serial number of the equipment
8. **Cost/Value-** Enter the cost or value of the equipment
9. **Employee's Name-** Enter the name of the person who will have possession of the equipment for off-campus use
10. **Obtain the employees signature who will have possession of the equipment; and date employee signed**
11. Enter the **expected return date of the equipment**
12. Indicate when equipment was inspected(**upon issuance of hand receipt or upon renewal**)
13. Obtain the **department inventory representative or department head signature, date, phone number**
14. **Forward a copy to Receiving & Property Control-** Fax 325-4551 or Mail Stop 9605, **Maintain the original in departmental files**

Upon return of the equipment:

1. Have employee sign showing the equipment was returned; date
2. Have department inventory representative or department head sign stating the equipment was returned to the department
3. Forward copy to Receiving & Property Control- Fax 325-4551 or Mail Stop 9605, Maintain the original in departmental files

Form must be updated every twelve months, equipment should be inspected by the departmental inventory representative to ensure equipment is accounted for properly.