

University Property Form

Name: _____ Department: _____

Supervisor Name: _____ Signature: _____
 (Printed) (Signed)

University Provided Property: _____ Supervisor Initials/Date _____

Name tag (Supervisor to discard)	
Office/file/desk keys (Notify DPS of keys collected/check keys assigned)	
Purchasing card (Contact Dalana Riley/destroy card)	
M-Card (Send to ITS)	
Parking permit (Send to DPS)	
Duo device (if applicable)	
Computer(s) (desktop/laptop/tablet)	
Computer storage (i.e. Hard Drives/Flash Drives)	
Peripheral devices (i.e. Keyboard/Printer/Scanner)	
PC software	
University owned cell phone	
Vehicle keys/equipment	
Work product/training materials	
Tool bags	
Books	
Lab equipment/supplies	
Manuals	

Policies – ex: Effort Certification Completion	
Proprietary information	
Specifications (design and process)	
University Property Used At Home:	
Computer(s) (desktop/laptop/tablet)	
Peripheral devices (i.e. Keyboard/Printer/Scanner)	
Computer storage (i.e. Hard Drives/Flash Drives)	
Proprietary information	
Work product/training materials	

TO BE COMPLETED BY EMPLOYEE

Signature _____

Street Address _____

City _____ State ____ Zip _____ Date _____

Telephone _____

Revised: 11/13/2017