

PROCUREMENT DEPARTMENT

Inventory Issue Record/Sign-Out Form



Property Issued To

First name	Last name	Date
Dept. & Title	E-Mail	Phone Number

Statement of Responsibility

I have received the item(s) listed below on the date indicated. I accept personal responsibility for the property and will surrender it upon demand, or separation from employment. I further understand that failure on my part to exercise responsibility for the care and protection of the item(s) listed below could result in:

1. If it is damaged, I may be responsible for replacement cost of the item.
2. My final paycheck may be held until the item is returned or replaced.

Items Issued

☐ Surface Pro ☐ Laptop ☐ Other _____

List item(s)

Description

Make	Model	
Serial/Service Tag Number	Asset Tag Number	
Computer Name	Check-Out Date	Check-In Date

Signatures

Date	Signature of Equipment Recipient
Date	Signature of Recipient's Manager
Date	Signature of Issuing Property Representative