Equipment Entrustee Form



All University of New Orleans moveable equipment entrusted to employees for off-campus uses (including all notebook computers) shall be reported to Property Control to be in compliance with State Property Control Rules and Regulations.

To: Property Control

From:

Entrustee name and Department

The entrustee is responsible for providing a signed copy ofthis form to the Departmental Equipment Custodian andProperty Control.pcm@uno.edu(f) 504-280-5469

The following moveable equipment is in the possession of the signed recipient who is responsible for its safekeeping until returned to the Departmental Equipment Custodian. If lost, stolen, damaged or transferred to another individual, Property Control and the Departmental Equipment Custodian must be notified.

Location of equipment:	aaa	_aaa	aaaaaaaa	aaaaaaa	_aaaaaaaaaaaaaaaaaaaa
Purpose (only work related al	llowed):				
UNO Tag Number:	Serial Number		ell, use service tag#)	_ Description:	
			Entrustee Signatu	ire	Entrustee E-mail address
			Entrustee printed na	me	Entrustee phone number

**By signing this form the Entrustee acknowledges reading AP-BA-29.3. The Equipment Entrustee is responsible for the safeguarding of each piece of movable equipment assigned to him/her until the equipment is returned to the Departmental Equipment Custodian. Equipment Entrustees must take reasonable precautions to protect the equipment that is entrusted to them.

RETURN RECEIPT

The above moveable equipment has been returned in good condition to the Departmental Equipment Custodian. For notebook computers the Departmental Equipment Custodian is by default the new Entrustee until assigned to another Entrustee. A new Equipment Entrustee form is required in the interim. For equipment other than notebook computers please indicate the building and room number of its current location.

Signature of Department Chair/Director or immediate supervisor	Signature of Returnee		
Chair/Director/Supervisor printed name	Returnee printed name		