

UNIVERSITY of NORTH TEXAS

University Property Custody Receipt

Date: _____

(UPCR form expires after one year
then a new one will need submitted)_____
(Department name with inventory accountability)_____
(Dept. ID)

I, the undersigned, request authorization to remove from the campus of University of North Texas the below listed equipment. Removal of said asset is for the following purpose(s): _____

I further certify that:

- 1) the purpose(s) previously stated constitute official business of University of North Texas;
- 2) upon removing said property, I assume pecuniary responsibility during the temporary removal period;
- 3) appropriate insurance coverage has been provided (optional);
- 4) if property is a desktop computer, then additional authorization signature below from Departmental IT Lead required (**desktop pc's are not encrypted**);
- 5) the below listed property will be used at the following location:

(Complete street or mailing address)

- 6) this equipment will first be removed from the campus on _____ and returned to the campus on _____
(Date) (Date)

(Name)_____
(Title)_____
(Employee ID Number)_____
(Department)_____
(Signature)_____
(Date of Signature)Inventory No.
Asset Tag#

Description

Serial No.

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

(Please attach an additional sheet(s) if necessary)

Approval:

(Printed Name of Department Head)_____
(Signature)_____
(Date)

Approval:

(Printed Name of Departmental IT Lead, if
desktop computer being taken off campus)_____
(Signature)_____
(Date)

Asset Custody Return Receipt

Returned to: _____

(Signature of Designated Authority)

(Date)

Where agency property is lost, stolen, deteriorated, damaged or destroyed as a result of an intentional wrongful act or of a negligent act of any state official or employee, such person shall be pecuniarily liable to the state for the loss thus sustained by the state. (Texas Gov't Code Ann. sec. 403.275 (Vernon Supp. 1993))

PLEASE SEND COPY OF COMPLETED UPCR TO ASSET.MANAGEMENT@UNT.EDU
AND KEEP A COPY ON FILE IN YOUR DEPARTMENT.