



Property Receipt Form

Department: _____ Date: _____

Borrower Name: _____ Email: _____

Primary Location of Borrowed Equipment: _____

The term of this agreement shall begin _____ and end _____ .
Date Date

<u>Property Description</u>	<u>Asset Number</u> (if applicable)	<u>Estimated Value</u>	<u>Condition</u>

I understand that University of Oregon property is intended for University business. By signing this form, I agree to accept responsibility for the property listed above and to safeguard this property. If I am found negligent in my responsibility to safeguard the listed property, and because of this negligence the property is lost or damaged, I may be held financially responsible for the replacement of the property.

Additional Requirements or Comments

Borrower Signature: _____ Date: _____

Department Head or Authorized Representative: _____

Department Head Signature: _____ Date: _____

For Office Use Only:

Received By: _____

Department Signature: _____ Date: _____

Returned in acceptable condition: Yes No , please explain below.

