

**CUSTODY RECEIPT**

DATE: \_\_\_\_\_

TO: *Mindy Reed, Property Manager  
Property Control, UL Lafayette Campus*

FROM: \_\_\_\_\_  
*(Name, address of appropriate department head or director)*

*The numbered state property items listed below are hereby approved as "portable equipment" for a period of one fiscal year (July \_\_\_\_ through June \_\_\_\_). In the interest of facilitating job performance, they may be moved among work locations by the designated user for purposes of university teaching, research and other academic activities sanctioned by the University. They may not be used for paid consulting or other personal activities not sanctioned by the University. Their inventory location will be recorded as the campus office for the user listed below.*

*The user hereby agrees to make these items available for inventory if requested by your office or by the administration of the user's academic department. The user further agrees to promptly surrender these items to the departmental administration along with any other University property under the user's purview, in the event that the user's employment with the University is terminated. The user also agrees to assume responsibility for maintenance of these items and for providing reasonable protection against damage or theft. Second party assignment of the designated user's responsibility is not permitted.*

*Abuse of this agreement by the user may result in disqualification of these items as "portable", removal of these items from purview of this user, or punitive action against the user under state law. This agreement will be reviewed, at minimum, on an annual basis. Renewal of the agreement may be granted provided there is sufficient evidence of continued need.*

<i>Property #</i>	<i>Description</i>
_____	_____
_____	_____
_____	_____

*Designated user:* \_\_\_\_\_  
*(Typed name, rank, department)*

\_\_\_\_\_  
*(Bldg & Room# of user's office)*

\_\_\_\_\_  
*(User's signature)*

\_\_\_\_\_  
*(Department Head)*

\_\_\_\_\_  
*(Dean or Director)*

\_\_\_\_\_  
*V.P. Information Technology*

\_\_\_\_\_  
*(Appropriate Vice Pres.)*

