

**UTD PROPERTY CUSTODY RECEIPT**

TO: PROPERTY ADMINISTRATION DATE: \_\_\_\_\_  
 FM: \_\_\_\_\_ Custodial ID: \_\_\_\_\_  
 Name of Department with Custodial Accountability

I, the undersigned, request authorization to remove the equipment referenced below from THE UTD campus. Removal of this property is for the following purpose(s): \_\_\_\_\_

I further certify that:

- \* The purpose(s) previously stated constitutes official business of UTD.
- \* I assume pecuniary responsibility during the temporary removal of said property.  
 A person is pecuniary liable or the loss sustained by the state if, among other things, agency (university) property is damaged or destroyed as a result of an intentional wrongful act or of a negligent act of any state (university) official or employee. (Texas Government Code, Section 403.275)
- \* Appropriate insurance coverage has been provided (optional).
- \* The property will be used at the following location:

Complete street and/or mailing address \_\_\_\_\_

The equipment will be removed from campus on \_\_\_\_\_ and returned to campus on \_\_\_\_\_

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_ Date \_\_\_\_\_

UTD TAG #	DESCRIPTION	SERIAL #	INV VALUE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Approval:**

Department Head \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Property Custody Return Receipt**

Property Returned to: \_\_\_\_\_  
 Signature of Designated Authority \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_

(See reverse side for instructions)