Return of University Property Acknowledgement

Employee Name: ________________________________________________

Department: ________________________________________________  Last Day: __________

Use this form to document the return of University property. More than one page may be used, if necessary. Return the completed form to your supervisor, no later than your last day.

1. _______________________________  _______________________________
   Description of Property                                           Returned to Print Name
   Date Property was Returned                                         Returned to Signature

2. _______________________________  _______________________________
   Description of Property                                           Returned to Print Name
   Date Property was Returned                                         Returned to Signature

3. _______________________________  _______________________________
   Description of Property                                           Returned to Print Name
   Date Property was Returned                                         Returned to Signature

4. _______________________________  _______________________________
   Description of Property                                           Returned to Print Name
   Date Property was Returned                                         Returned to Signature

5. _______________________________  _______________________________
   Description of Property                                           Returned to Print Name
   Date Property was Returned                                         Returned to Signature

I certify that I have returned the referenced University property to the individuals listed above:

Signature of Employee: ________________________________  Date: ______________