



## 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  
\_\_\_\_\_ Returned to Signature  
Date Property was Returned
2. \_\_\_\_\_  
Description of Property  
\_\_\_\_\_ Returned to Print Name  
\_\_\_\_\_ Returned to Signature  
Date Property was Returned
3. \_\_\_\_\_  
Description of Property  
\_\_\_\_\_ Returned to Print Name  
\_\_\_\_\_ Returned to Signature  
Date Property was Returned
4. \_\_\_\_\_  
Description of Property  
\_\_\_\_\_ Returned to Print Name  
\_\_\_\_\_ Returned to Signature  
Date Property was Returned
5. \_\_\_\_\_  
Description of Property  
\_\_\_\_\_ Returned to Print Name  
\_\_\_\_\_ Returned to Signature  
Date Property was Returned

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

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_