

INITIAL PROPERTY ASSIGNMENT FORM



TEXAS COLLEGE
Tyler, Texas

Division of Business and Finance

TO: Department of Technology

FROM: _____
Employee's Name Social Security Number

DATE: _____

This is to verify that the equipment listed below that was in my possession is being turned into the Department of Technology.

Description Equipment	Serial Number	Inventory Number	Building Location	Inventory Value	Returned Condition	Returned Date

By signing this agreement I verify that these items are no longer in my possession.

Employee's Signature

Vice-President

Department Head

V.P. for Business and Finance