

INITIAL PROPERTY ASSIGNMENT FORM



TEXAS COLLEGE
Tyler, Texas

Division of Business and Finance

TO: Business Office/Texas College

FROM: _____
Employee's Name

Social Security Number

DATE: _____

This is to verify that I have the equipment listed below and I am using it to complete official department business.

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

By verifying these items are in my possession, I am accepting financial responsibility.

Employee's Signature

Vice-President

Department Head

V.P. for Business and Finance