

White - Property Acct
Yellow - Department
Pink - Employee



MISSISSIPPI VALLEY STATE
UNIVERSITY®

INITIAL PROPERTY FORM FOR EQUIPMENT TAKEN FROM CAMPUS

This is to verify that I have the University equipment listed below at my home and using it to complete official departmental business. When I attend conferences and/or conventions away from campus, this equipment is with me.

DESCRIPTION	MVSU NO.	MODEL/MFG	SERIAL NO.	CONDITION	COST

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

(Employee Signature)

Date

(Department Head)*

Date

(Area Vice President Signature)*

Date

(MVSU Property Officer Signature)*

Date

Note: * Must Be Signed and Dated