

Texas A&M AgriLIFE Property used away From assigned location

This completed and signed form documents the following property:

Inventory Number	Description, Make and Model number	Serial Number

This is a (check one):

Short-term (less than 30 days) To be returned on or before: _____

Long-term * (greater than 30 days) To be returned on or before: _____

* Must be updated annually

I, _____ understand that I am responsible for the property listed above. I will exercise reasonable care of this equipment and safeguard it against theft, damage and misuse. I will use this equipment only for activities benefiting Texas A&M AgriLIFE. I will return the property upon separation from Texas A&M AgriLIFE.

Signed,

Signature

Date

Approval of Loan:

AAPO/APO

Date

**PLEASE DO NOT RETURN THIS FORM TO THE PROPERTY
MANAGER; TO BE KEPT ON FILE BY THE AAPO.**