**The University of Southern Mississippi Property Location/Loan Receipt**

Check One: ( ) Loan ( ) Repair ( ) Other – Please specify:

**DESCRIPTION OF PROPERTY**

**Inventory Number Description**

**Make Serial Number**

**Department Name Department Code**

**Approved By (Signature of Budget Authority) Date**

**Repair Person (Name, Address and Phone Number)**

**Purchase order # / RMA #**

  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( )Faculty ( )Staff ( )Student**

**PRINT Name of Person Responsible Employee or Student ID #**

**ACKNOWLEDGEMENT**

 **Please initial:**

 **I hereby acknowledge that the property listed above is in my possession and accept the responsibility thereof.**

 **I hereby acknowledge that I have received a copy of this receipt.**

 **Property Will Be Located At: (Physical Address) Telephone**

 **Campus: ( )GCRL ( )Gulf Park ( )Hattiesburg ( )Stennis Space Center**

**Signature of Responsible Person Date Out**

**Instructions:**

1. **This form must be completed for EACH individual item of property on short term loan, temporary change in location, OR out for repair.**
2. **It is the responsibility of the person approving this location change to sign this form, to obtain the signature of the responsible person and then submit the completed form to the Property Officer.**
3. **This change is in effect until the item is returned and this form is nullified by completing and forwarding the following to Property Accounting:**

**Date Returned Signature of Responsible Person**

**Inventoried By: Date**

**I hereby certify that I have conducted a physical inventory of the item listed above and reported this status to Property Accounting.**

**A copy of this receipt should be retained for the department inventory file and given to each signee. It should be given to the auditor prior to the audit. This form will serve as a hand receipt for the item. Failure to produce a hand receipt will result in the item being reported by the auditor as “MISSING”.**

**\*\*\*This form is to be updated yearly.\*\*\***