



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Temporary Use of Property Authorization Form
TTUHSC El Paso Property Management

Table with 3 columns: Inventory Number, Serial Number, Description (Please include Manufacturer and Model number)

The equipment listed above will be temporarily located at:

In the custody of: Name Title

I assume full financial responsibility for the property listed above while it is entrusted to me. I will exercise reasonable care of this equipment and safeguard it against theft, damage, and misuse.

X Temporary Custodian Signature Date

X Property Custodian Signature Date

Department:

TO BE COMPLETED WHEN PROPERTY IS RETURNED

Date Returned: Building Name: Room #:
Verified by:
Immediate Supervisor's Approval:
Property Custodian:

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*FORM INSTRUCTIONS*

**TEMPORARY USE OF PROPERTY AUTHORIZATION FORM**

1. **DATE** - Enter the current date.
2. **THE FOLLOWING LIST OF PROPERTY WILL BE TEMPORARILY LOCATED AT** - Enter the address where the property will be located.
3. **IN THE CUSTODY OF** - Enter the name of the person to whom the property will be entrusted, their job title, and the name of the department where they are employed.
4. **TEMPORARY CUSTODIAN'S SIGNATURE** - The signature of the person who will be using the property.
5. **PROPERTY CUSTODIAN'S SIGNATURE** - The signature of the person responsible for the departmental inventory.
6. **INVENTORY TAG NUMBER** - Enter the inventory tag number for the property. This is the number on the inventory tag which was affixed to the property by Property Inventory.
7. **SERIAL NUMBER** - Provide the serial number of the property.
8. **DESCRIPTION** - Provide a brief description of the property.
9. **EXPECTED DATE OF RETURN TO ORIGINAL LOCATION** - Enter the date that the property will be returned to the original location.
10. **DATE RETURNED** - Enter the date the property was returned.
11. **BUILDING NAME** - Enter the name of the building the property is located.
12. **ROOM NUMBER** - Enter the room number the property is located.
13. **VERIFIED BY** - Signature of person verifying returned property.
14. **IMMEDIATE SUPERVISOR APPROVAL** - Signature of temporary custodian's immediate supervisor.
15. **PROPERTY CUSTODIAN** - Signature of department Property Custodian.