Equipment Entrustee Form

Location of equipment (other than a notebook)



Date

All University of New Orleans moveable equipment entrusted to employees for off-campus uses (including all notebook computers) shall be reported to Property Control to be in compliance with State Property Control Rules and Regulations.

Date:								
То:	Property Control			The entrustee is responsible for providing a signed copy of this form to the Departmental Equipment Custodian and				
From:			Property Control. pcm			@uno.edu (f) 504-280-5469		
	Entrustee nar	ne and Department						
	The following moveable equipment is in the possession of the signed recipient who is responsible for its safekeeping until returned to the Departmental Equipment Custodian. If lost, stolen, damaged or transferred to another individual, Property Control and the Departmental Equipment Custodian must be notified.							
Locati	on of equipment:	aaa	aaa	aaaaaaa	aaaaaaa_	aaaaaaaaa	aaaaaaaaaa <u></u>	
Purpos	se (only work related al	lowed):						
UNO '	Tag Number:	Serial Numbe		aa Dell, use service tag#)	_ Description:_			
				Entrustee Signatu	ire	Entruste	e E-mail address	
				Entrustee printed na	ame	Entruste	e phone number	
respo	signing this form to ensible for the safegurned to the Depart autions to protect the	uarding of each mental Equipme	piece c	of movable equip todian. Equipmen	ment assigned	to him/her	until the equipment	
		R	ETU	RN RECE	IPT			
new l	The above move oment Custodian. I Entrustee until assig m. For equipment current location.	For notebook congned to another l	mputers Entrust	ee. A new Equip	al Equipment (ment Entrustee	Custodian is e form is re	by default the quired in the	
Signature of Department Chair/Director or immediate supervisor Chair/Director/Supervisor printed name				Signature of Returnee				
			e		Returnee printed name			