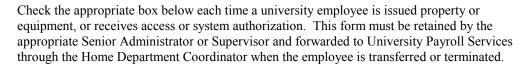
Faculty/Staff/Student Employee Inventory





Employee:		Employee ID:	Hire Date:						
Department:			Supervisor:	Phone	Phone:				
		Property and Equipment udent Employee—Initial and date each time an item is received or returned. lator Received: Date Returned: Date ar Phone Received: Date Returned: Date p Computer Received: Date Returned: Date p Computer Received: Date Returned: Date lachine Received: Date Returned: Date p Computer Received: Date Returned: Date lachine Received: Date Returned: Date p Received: Date Returned: Date r Received: Date Returned: Date let Control Device Received: Date Returned: Date let Charge Card Received: Date Returned: Date let Charge Card Received: Date Returned: Date late Received: Date Returned: Date							
	Calculator	Received:	Date	Returned:	Date				
	Cellular Phone	Received:	Date	Returned:	Date				
	Desktop Computer	Received:	Date	Returned:	Date				
	Laptop Computer	Received:	Date	Returned:	Date				
	Fax Machine	Received:	Date	Returned:	Date				
	Pager	Received:	Date	Returned:	Date				
	Palm Pilot	Received:	Date	Returned:	Date				
	Printer	Received:	Date	Returned:	Date				
	Remote Control Device	Received:	Date	Returned:	Date				
	Scanner	Received:	Date	Returned:	Date				
	Tools	Received:	Date	Returned:	Date				
	(computer, lab, medical, trade, etc.)								
	Two-way radio	Received:	Date	Returned:	Date				
	Corporate Charge Card	Received:	Date	Returned:	Date				
	Expenditure Card	Received:	Date	Returned:	Date				
	Faculty Center Dept. Card	Received:	Date	Returned:	Date				
	Files (paper & electronic)	Received:	Date	Returned:	Date				
	Journals	Received:	Date	Returned:	Date				
	Keys	Received:	Date	Returned:	Date				
	(Building, office, desk, file cabinets, vehicle, etc.)								
	Manuals	Received:	Date	Returned:	Date				
	Name Tag/Badge	Received:	Date	Returned:	Date				
	Procurement Card	Received:	Date	Returned:	Date				
	Travel Charge Card	Received:	Date	Returned:	Date				
	Staff ID/USCard	Received:	Date	Returned:	Date				
	Stationery	Received:	Date	Returned:	Date				
	Supplies	Received:	Date	Returned:	Date				
	Uniforms	Received:	Date	Returned:	Date				
	Other	Attach a detail	ed list of additional items	with their description to	this form.				

Provide a place for the employee to initial and date "Received and Returned."

Senior A	Administrator or Superv	isorInitial and dat	e each time access	and/or authorization is a	pproved or cancelled.			
	AIS-A2000	Authorized:	Date	Cancelled:	Date			
	AIS-B2000	Authorized:	Date	Cancelled:	Date			
	AIS-C2000	Authorized:	Date	Cancelled:	Date			
	AIS-D2000	Authorized:	Date	Cancelled:	Date			
	Authorized Signer	Authorized:	Date	Cancelled:	Date			
	DSL	Authorized:	Date	Cancelled:	Date			
	E-mail	Authorized:	Date	Cancelled:	Date			
	Long Distance CID	Authorized:	Date	Cancelled:	Date			
	SIS	Authorized:	Date	Cancelled:	Date			
	Unix Account	Authorized:	Date	Cancelled:	Date			
	r or Termination Effecti ee Forwarding Address:	ve Date:	or Employmen	t Termination				
Cleara	ance							
	Outstanding travel expe	nses, travel advance, d	lebt, petty cash settled	1.				
	Outstanding travel expenses, travel advance, debt, petty cash settled. Termination information pamphlet provided by Benefits Administration or HSC Personnel Services given to employee.							
	I acknowledge that the above equipment and property has been returned or accounted for in the attached information. If any of the above items have not been returned, attach an explanation of the circumstance (i.e. purchased, lost, stolen).							
I acknow	rledge that the above acces	ss and authorizations h	ave been cancelled.					
Sr. Admi	nistrator/Supervisor's Nan	ne (Print)	Signatur	e	Date			

Forward to Payroll Services through your Home Department Coordinator.

Access/Authorization