

Computer Science Department  
 Computer Systems Labs  
 Bldg 14 Rm 235D – 1 Grand Avenue  
 San Luis Obispo, CA 93407-0354

Lab Equipment Sign Out – Temporary Hand Receipt

\_\_\_\_\_ is authorized to sign for and take possession of University Owned Property to be used for official CSC/CPE/SE Department course work and/or research. Individual is further authorized to remove the property from the campus facility for use at home or other off campus areas during the conduct of the approved course work/research.

**NOTE: The Faculty Advisor must verify the return of the University property with the Inventory Coordinator before issuance of final grade/diploma.**

Project/Faculty Advisor: (PRINT) \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

State Tag # Serial No.	Item Description	Date Returned	Rec'd By Name/Signature <small>CC: Property Office &amp; Faculty Advisor When property is returned.</small>

Scheduled Return Date: \_\_\_\_\_

I understand that:

- University property is to be used only to conduct official University business.
- I am responsible for safeguarding this equipment and may be charged for any loss and/or damage to University property due to my negligence and/or unauthorized use.
- I must keep this form with me whenever transporting University owned property as I may be asked to provide proof of permission to remove it from the campus.
- Failure to return equipment by the Scheduled Return Date will result in a "hold" status being placed on my records, preventing me from registering for classes and requesting transcripts.

Name: (PRINT) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Verified Student ID #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Issued by: (PRINT) \_\_\_\_\_ Date: \_\_\_\_\_

Issuer's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

CC: Property Office, Faculty Advisor