

Personal Property Receipt Acknowledgment

Employee/Recipient Information

Name

Department/Unit

Date

Item(s) Issued

Item Description	Serial/ID Number	Quantity	Condition

Acknowledgment

I acknowledge receipt of the above listed property owned by the organization. I accept responsibility for the care, use, and return of the property in good condition. I understand that upon separation or upon request, I am required to return the property as directed.

Recipient Signature

Date:

Authorized By

Date: