



## SUBR EQUIPMENT RESPONSIBILITY FORM

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ WORK PHONE \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
ZIP \_\_\_\_\_

The numbered tag item listed below is hereby issued and assigned to the above individual.

Item \_\_\_\_\_ Tag # \_\_\_\_\_  
Model # \_\_\_\_\_ Serial # \_\_\_\_\_

1. Each employee is assigned such equipment as necessary for the employee to carry out his/her job responsibility. It is the responsibility of the employee to maintain these items in good repair. All transferred, lost, or damaged equipment must be immediately reported to the employee's director/supervisor and to the Director of Property Management.
2. The employee will be charged the replacement value for any item damaged, lost or stolen. Employee will be given 60 days after reporting a lost item to locate the item before they must pay for the item. This payment will not be refunded if the item is located by the employee later.
3. The Vice Chancellor for Finance and Administration may, at the recommendation of the director of Property Management, grant either a full or partial exemption from the provisions of this part should she determine, based upon convincing evidence provided by the employee, that the employee was not negligent in the loss, damage, or theft of equipment or that there are mitigating circumstances. Furthermore, the Director of Property Management may initiate appropriate personnel actions whenever equipment is damaged, lost or stolen.
4. By signature below, employee acknowledges that he/she has reviewed this equipment responsibility form, and accepts the condition set forth as related to the equipment described above.

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*