



HAND RECEIPT

FROM: _____
(Print Name Here)

DATE: _____

This is to certify that I have the equipment listed below and am using it to complete official department business.

<u>Description of Equipment</u>	<u>Serial Number</u>	<u>Inventory Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that I am personally responsible for these items in accordance with federal, state, IHL and university policies and regulations. MS Code, 1972, Annotated, Section 29-9-17 (2) states: In the event that an examination conducted...finds items that are included on an agency's inventory which are missing or otherwise unaccounted for, the State Auditor has the authority to proceed...to recover the value of the missing items. The demand shall be made against the head of the agency, the agency's property officer, and/or the appropriate officer or employee.

(Employee's Signature)

MUST BE APPROVED BY YOUR DEPARTMENT HEAD

(Department Head's signature)

Send copy to Procurement: J.B. Willingham, KWH 221 and keep a copy for your records