



Use this form when equipment or other property owned by the Alamo Colleges District is loaned to an employee or off-site entity to conduct business for the Alamo Colleges District. The use of this property for personal use is **STRICTLY PROHIBITED**. The **current Property Steward Signature** authorizing the loan **MUST PROVIDE CONSENT**.

**ATTENTION: Property of the Alamo Colleges District may not be borrowed without consent.**

**(PROPERTY LOAN IS VALID FOR ONE FISCAL YEAR. A NEW FORM MUST BE SUBMITTED BY SEPTEMBER 1<sup>ST</sup> OF EACH YEAR)**

**Important Instructions:** Notification is required when equipment is borrowed and returned.

Please provide specific details (i.e. barcode, description, serial number, etc.) for high risk, controlled or capitalized items. If additional space is needed, please attach additional line items. Review your inventory online to make sure you have the correct information and report any adjustments necessary to [dst-teaminventory@alamo.edu](mailto:dst-teaminventory@alamo.edu).

- 1) **Complete** this form utilizing the Check Out feature in WT and **Obtain** authorized signatures. (digital signature accepted)
- 2) **Submit** the **Completed** form to [dst-teaminventory@alamo.edu](mailto:dst-teaminventory@alamo.edu) and attach in the inventory system.
- 3) **When assignment ends and/or equipment is returned**, complete bottom portion **and update the inventory system**.
- 4) **Retain** the **ORIGINAL** form for your records and submit the final copy to [dst-teaminventory@alamo.edu](mailto:dst-teaminventory@alamo.edu).

**PLEASE READ CAREFULLY**

The **UNDERSIGNED ACCEPTS FIDUCIARY RESPONSIBILITY** For The Property Stored/Borrowed from the Alamo Colleges District. If **DAMAGED, LOST OR STOLEN**, or (employee/representative) **IF I SEPARATE** from employment **VOLUNTARY/UNVOLUNTARY**, or (student) **IF I AM NO LONGER ENROLLED**, I **WILL SURRENDER THE PROPERTY UPON REQUEST** or I **WILL REIMBURSE THE ALAMO COLLEGES DISTRICT FOR THE REPLACEMENT COST OF THE PROPERTY**. Further, I **UNDERSTAND AND AGREE** Property Must Be Made Available For Inventory Audit or Inspection to **INVENTORY PERSONNEL**.

Property must be secured and safeguarded at all times. Property inspection by current Property Steward shall occur no less than quarterly. A signed copy of this form must accompany any items while off campus and must be presented upon request by the Alamo Colleges Police Department.

By signing this form, I **AGREE and UNDERSTAND my RESPONSIBILITIES**. On, \_\_\_\_\_ (today's date), the **UNDERSIGNED** requests authorization to **BORROW** from the **Alamo Colleges District**, the property listed below assigned to the custodial inventory department name below. (Example: 810021: SAC-BUDGET OFFICE)

\_\_\_\_\_ Department.

The **UNDERSIGNED CERTIFIES PROPERTY** use is for **OFFICIAL BUSINESS** for the **Alamo Colleges District**.

**PURPOSE JUSTIFICATION:** \_\_\_\_\_

**LOCATION** (street address) where the property will be located: \_\_\_\_\_

**DATE** property will be **REMOVED** from Alamo Colleges: \_\_\_\_\_ Date returned: \_\_\_\_\_

(Attach an Excel Spreadsheet for any additional items, include non-tagged items)

BARCODE/TAG #	SERIAL NUMBER	DESCRIPTION OF ITEM

**REQUIRED SIGNATURES**

Individual Removing Property (print)	Signature	Phone Number	Date
Supervisor (print)	Signature	Phone Number	Date
Department Property Steward (print)	Signature	Phone Number	Date

**When Item is Returned, Property Steward/Assistant should confirm the item has been returned below:**

DO NOT COMPLETE THIS BOX UNTIL THE EQUIPMENT HAS BEEN RETURNED TO ALAMO COLLEGES DISTRICT (Review annually)

Item Returned to Dept/Office \_\_\_\_\_ Bldg. \_\_\_\_\_ Rm# \_\_\_\_\_ Date \_\_\_\_\_

Person Returning Property (print) \_\_\_\_\_ Signature \_\_\_\_\_