



Hand Receipt Form for Temporary Use/Off-Campus Use of Equipment Instructions

Receiving & Property Control

Phone: 662-325-2545

Fax: 662-325-4551

Mail Stop 9605

Form is available at www.property.msstate.edu

Off-Campus is described as a personal residence, private shop, private lab or private office. When it is necessary to remove equipment from the assigned department in order to conduct official University business, a hand receipt documenting the move should be kept on file by the department and a copy forwarded to Receiving and Property Control. **This includes the use of cell phones and laptop computers.**

Please include all available information. Incomplete or handwritten forms will be returned to the department for completion.

1. **Preparer Information-** Enter the name and phone number of the person completing the form; enter the date form was prepared
2. **Department Id-** Enter the two-digit department id number (ex. R3)
3. **Department Name-** Enter your department name (ex. Receiving & Property Control)
4. **Department Inventory Representative-** Enter the name of the person in your department responsible for equipment inventory
5. **Inventory Number-** Enter the inventory number assigned to the equipment
6. **Item Description-** Enter the description of the equipment
7. **Serial Number-** Enter the serial number of the equipment
8. **Cost/Value-** Enter the cost or value of the equipment
9. **Employee's Name-** Enter the name of the person who will have possession of the equipment for off-campus use
10. **Obtain the employees signature who will have possession of the equipment; and date employee signed**
11. Enter the **expected return date of the equipment**
12. Indicate when equipment was inspected(**upon issuance of hand receipt or upon renewal**)
13. Obtain the **department inventory representative or department head signature, date, phone number**
14. **Forward a copy to Receiving & Property Control-** Fax 325-4551 or Mail Stop 9605, **Maintain the original in departmental files**

Upon return of the equipment:

1. Have employee sign showing the equipment was returned; date
2. Have department inventory representative or department head sign stating the equipment was returned to the department
3. Forward copy to Receiving & Property Control- Fax 325-4551 or Mail Stop 9605, Maintain the original in departmental files

Form must be updated every twelve months, equipment should be inspected by the departmental inventory representative to ensure equipment is accounted for properly.