



CUSTODY RECEIPT – PROPERTY REMOVAL PASS

Description of Property _____

Model No. _____ Serial No. _____ LA State Tag No. _____

Location: Campus _____ Building _____ Room No. _____

Property Assigned To: _____
Division _____ Department / Office _____

The above equipment is being released on a temporary basis for the following reason:

- Use by Another Department/Office
- Off-campus Activity/Assignment
- Other _____
- Equipment Repair
- Use by Another Agency(*Approval of Delgado Property Manager must be obtained prior to release of property to another Agency.)

RECEIVED _____
Printed Name _____ Signature _____ Date _____

RELEASED AUTHORIZED _____
Printed Name _____ Signature _____ Date _____

EQUIPMENT RETURNED _____
Printed Name _____ Signature _____ Date _____

Form 1352/001 (8/12)

Original – Retained by Property Control Office
Copy – Person Borrowing Equipment
Copy – Suspense Copy Retained by Property Location Supervisor