

UT-Dallas Property Custody Receipt

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Department With Custodial Accountability

\_\_\_\_\_  
Account Number

I, the undersigned, request authorization to remove the equipment referenced below from UT-Dallas campus. Removal of this property is for the following purpose(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I further certify that:

- ◆ the purpose(s) previously stated constitutes official business of the University of Texas at Dallas,
- ◆ I assume pecuniary responsibility during the temporary removal of said property,
- ◆ Appropriate insurance coverage has been provided (optional),
- ◆ the property will be used at the following location:

\_\_\_\_\_  
Complete street and/or mailing address

- ◆ the equipment will be removed from campus on \_\_\_\_\_ and returned to campus on \_\_\_\_\_.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

	UT-D Number	Description	Serial Number	Inv. Value
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

**Approval:**

\_\_\_\_\_  
Department Head (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

A person is pecuniarily liable for the loss sustained by the state if, among other things, agency (university) property is damaged or destroyed as a result of an intentional wrongful act or of a negligent act of any state (university) official or employee. (Texas Government Code, Section 403.275)

Property Custody Return Receipt

Property Returned to: \_\_\_\_\_  
Signature of Designated Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Location

INSTRUCTIONS FOR COMPLETING THE  
UT-DALLAS PROPERTY CUSTODY RECEIPT

The purpose of completing a UT-DALLAS PROPERTY CUSTODY RECEIPT is to authorize the removal of state (university) property from the campus. The purpose of removal must constitute official state (university) business, and may not be for personal use.

It is requested that the following procedures be followed when completing this receipt:

1. Use the date the form is initiated.
2. The name of the department with inventory accountability should be listed, along with the account number of the custodial authority.
3. Note the official purpose for which the property will be used during its removal.
4. List the complete address at which the property will be located.
5. List the time frame the property will be retained off campus - giving the removal and returning dates. (The return date should not exceed August 31st of the current fiscal year. All custody receipts will be renewed beginning Sept. 1st of each new fiscal year.)
6. The individual removing the property must list his/her name, SS #, title, department, and then sign and date the form.
7. List each item to be removed by detailing its UT-D property tag number, description, Serial #, and value. All of this information may be obtained from the department's capital inventory printout, or by contacting Property Administration at ext. 2150.
8. Approval must be obtained by having the Department Head or Director who is charged with the inventory accountability sign and date the form.
9. Follow the routing instructions, as outlined below.

SPECIAL NOTE

Since The University of Texas at Dallas does not insure its property, and the authorized individual may be held pecuniarily liable for the loss of, or damage sustained to state (university) property, individuals receiving approval may want to check with their insurance agent to see if their personal insurance policy will cover state (university) property during its off-campus use.

ROUTING INSTRUCTIONS

1. After completion of the UT-DALLAS PROPERTY CUSTODY RECEIPT, the Original should be mailed to Property Administration - SB14
2. One copy should be mailed to the CAMPUS POLICE DEPARTMENT - PG11
3. One copy should be retained for department's files.
4. One copy should be kept with the property.

RETURNING PROPERTY TO CAMPUS

1. Complete the bottom section of the UT-D PROPERTY CUSTODY RECEIPT, including the Bldg./Rm.# where the property will be located.
2. Follow the routing instructions as listed above.