

# Elizabeth City State University

## FIXED ASSET SIGN-OUT SHEET

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Property Description: \_\_\_\_\_

\_\_\_\_\_ ECSU Decal No.: \_\_\_\_\_

Person In-Charge of Equipment: \_\_\_\_\_ Equipment Location: \_\_\_\_\_

Person Requesting Equipment: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Reason for Request: **(University business only)**

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

Requested Sign-out Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

*As borrower of the above described equipment, I accept full responsibility for this equipment and agree to repair or replace it at my own expense, in the event it is damaged or stolen while in my possession.*

**Signature of Borrower:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Person In-Charge of Equipment: \_\_\_\_\_ Date: \_\_\_\_\_

Equipment Location Dept. Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Date Equipment Returned: \_\_\_\_\_

Condition of Equipment at Return: \_\_\_\_\_

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

### **Confirmed Returned:**

Person in Charge of Equipment: \_\_\_\_\_

Equipment Location Dept. Chairperson: \_\_\_\_\_

