



Texas Southern University
Thurgood Marshall School of Law
3100 Cleburne Street Houston, TX 77004



Information Technology Department

713-313-1120

Receipt/Transfer of Equipment Form

I acknowledge receipt/transfer of the company-owned equipment listed below. I agree to maintain the equipment in good working condition and to return the equipment when my employment ends, or earlier on request. I will report and loss or damage to the equipment immediately. I further agree to use this equipment for TMSL related purposes only.

RECEIVED EQUIPMENT

Property Tag	Description	Unit Serial	QTY	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

RETURNED EQUIPMENT

Property Tag	Description	Unit Serial	QTY	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

_____	_____	_____
Receiver Printed Name	Signature	Date

IT DEPARTMENT USE ONLY		
_____	_____	_____
Printed Name	Signature	Date
Comments		