

INITIAL PROPERTY FORM FOR EQUIPMENT TAKEN FROM CAMPUS



Mississippi Valley State University
14000 Hwy. 82W
Itta Bena, MS 38941

This is to verify that I have the University equipment listed below at my home and using it to complete official departmental business. When I attend conferences and/or conventions away from campus, this equipment is carried with me.

DESCRIPTION	MVSU NO.	MODEL NO.	SERIAL NO.	MFG.	COST

By verifying that these items are in my possession, I am accepting financial responsibility.

(Employee Signature and Date)

(Area Vice Pres. Signature and Date)

(MVSU Property Officer Signature and Date)