

White-Property/Acct.  
Blue-Accounting  
Green-Personnel  
Yellow-Employee  
Pink-Fiscal Officer

### INITIAL PROPERTY ASSIGNMENT FORM

**TO:** State Department of Audit/Mississippi Valley State University

**FROM:** \_\_\_\_\_  
(Employee's Name) Employee ID Number

**DATE:** \_\_\_\_\_

**This is to verify that I have the equipment listed below and I am using it to complete official department business.**

Description of Equipment	Serial Number	Inventory Number	Building Location	Room Number

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

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Fiscal Officer/Department Head)