

PERSONAL PROPERTY WAIVER OF LIABILITY
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Use this form to report personal property that is kept on campus. See text below for policy details and restrictions. See: "How to Report Personal Property in Use on Campus" on the Equipment Administration web site. http://financial.ucsc.edu/Pages/Equipment_TrackingInventorialGuide.aspx
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Property Owner/Unit Information:

Name: _____ Signature: _____ Campus phone: _____

Unit Name: _____ Mail Stop: _____ Custodial Code: _____

Location of equipment while on campus (building/room): _____

With advanced approval by the unit or department head and the campus equipment manager, a university employee may retain on campus, for university business purposes, items of personally owned equipment.

- The equipment must be clearly identified as property of the owner. A personal property label will be supplied for each item of personal equipment listed once this form has been submitted to the Equipment Administration unit. Affix label(s) to a visible location on the equipment.
- The university is not responsible for loss of, or damage to, personal equipment.
- Personal property shall not be repaired or upgraded at university expense.

Equipment Information:

<u>Description</u>	<u>Serial Number</u>	<u>Estimated Value</u>

Approvals:

_____ Unit/Department Head	_____ Date	_____ Equipment Administration	_____ Date
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Removal of personal equipment from campus
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The above item(s) are no longer being kept and are no longer in use on the University of California at Santa Cruz campus.

_____ Signature of Property Owner	_____ Date	_____ Equipment Administration	_____ Date
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Submit Information:

Submit a copy of this form both when personal property is brought to the campus as well as when it is removed.

Submit to: Equipment Administration, Mail Stop: Accounting Office.