PERSONAL PROPERTY WAIVER OF LIABILITY

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

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:

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<th>Description</th>
<th>Serial Number</th>
<th>Estimated Value</th>
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Approvals:

Unit/Department Head Date Equipment Administration Date

Removal of personal equipment from campus
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

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.

Rev: 8/08