

RECEIPT AND RESPONSIBILITY FOR UNHM EQUIPMENT OFF CAMPUS

ISSUED TO: _____

DEPARTMENT: _____

DATE OF PURCHASE: _____

ITEM AND MODEL: _____

(e.g. Palm M300, Nokia 5100 Cell Phone, LCD projector, etc.)

SERIAL NUMBER: _____

UNH PROPERTY TAG ID: _____

(if assigned)

I accept the above equipment with the following understandings:

The item is the property of the University of New Hampshire at Manchester (UNHM) and is on loan to me for off campus use. The item is issued for the purpose of conducting University business. It is intended solely for my professional activities and will not be loaned to others. I understand that should it be misplaced, stolen or damaged for reasons of negligence I will be obligated to pay UNHM for the replacement costs.

Equipment or items purchased from Fund 1050 sources can be reclaimed at any time for use on campus or for recycling purposes. Equipment purchased from grant funds or from endowment or professorship awards are the property of the University of New Hampshire and cannot be reclaimed by UNHM for institutional use. However title remains with the University who, on behalf of the funding agency, may exercise the right to reclaim the equipment if there appears to be a just cause.

This form must be completed and on file with the Academic Computing or Administrative Computing Office. Equipment needing maintenance must be brought in to UNHM. On site maintenance is not performed nor maintenance for damage caused by misuse in the home or travel environment. In accordance with University policy, periodic inventory reviews are conducted. During this time you may be asked to verify the location and condition of the equipment.

Your contact person for this equipment is: _____

Date issued: _____

Issued by: _____

Received by: _____

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Return receipt: _____

Date returned: _____

Returned to: _____