## Agreement for Assignment of Grant Equipment



Department Name:	Account Manager:		
You have been assigned the Federal/College-owned eq accordingly, are assuming responsibility for the item(s)	•	low to comple	te your job duties and,
By signing this agreement, you agree to take reasonable with any applicable Federal policy regarding its use. For work related tasks. In the event this equipment is lost and forward a copy of that report to the Chief Financial	ederal/College eq or stolen, you are	uipment may i required to fil	not be used for non- e a formal police report
All equipment will be returned to the Account Manager completion of the program/project for which this equipeliminates the need for the equipment; when requested termination of employment.	oment was issued	for use; a char	nge in duties which
I	(nrint name) a	acknowledge	and agree to abide by
I,the terms outlined above for the use of the Federal, Agreement.	/College-owned	equipment lis	sted on this
Employee/Custodian of Assets Signature (Required)	Date		
Account Manager Signature (Required)	Date		
Chief Financial Officer	Date		
Equipment Description	Serial Nur	nber	Property Tag*
*If equipment is not tagged, please indicate N/A.			
if equipment is not tagged, please indicate N/A.			
Upon return of equipment, employee transfer, or to following:	ermination of em	ıployment, pl	ease complete the
Employee has returned above-listed equipment as of _ responsible for these assets.	(Da	<sub>ite</sub> ). Employee	is no longer
Account Manager Signature (Required)	Date		