UNIVERSITY OF OREGON | Business Affairs

Property Check-Out Form

Department: _____

Property Description: _____ Asset Number: _____

I understand that University of Oregon property is intended for University business. By signing this form, I agree to accept responsibility for the property listed above and to safeguard this property. If I am found negligent in my responsibility to safeguard the listed property, and because of this negligence the property is lost or damaged, I may be held financially responsible for the replacement of the property.

Borrower *(Name)*	Borrower *(Signature)*	Email	Phone Number	Loan Period *(Start Date-End Date)*	Returned *(Date)*	Received By

Version 05.08.13