

Use this form when equipment or other property owned by the Alamo Colleges District is loaned to an employee or off-site entity to conduct business for the Alamo Colleges District. The use of this property for personal use is **STRICTLY PROHIBITED**. The **current Property Steward Signature** authorizing the loan **MUST PROVIDE CONSENT**.

ATTENTION: Property of the Alamo Colleges District may not be borrowed without consent.

(PROPERTY LOAN IS VALID FOR ONE FISCAL YEAR. A NEW FORM MUST BE SUBMITTED BY SEPTEMBER 1ST OF EACH YEAR)

Important Instructions: Notification is required when equipment is borrowed and returned.

Please provide specific details (i.e. barcode, description, serial number, etc.) for high risk, controlled or capitalized items. If additional space is needed, please attach additional line items. Review your inventory online to make sure you have the correct information and report any adjustments necessary to dst-teaminventory@alamo.edu.

1) Complete this form utilizing the Check Out feature in WT and Obtain authorized signatures. (digital signature accepted)

2) Submit the Completed form to dst-teaminventory@alamo.edu and attach in the inventory system.

3) When assignment ends and/or equipment is returned, complete bottom portion and update the inventory system.

4) Retain the ORIGINAL form for your records and submit the final copy to dst-teaminventory@alamo.edu.

PLEASE READ CAREFULLY

The **UNDERSIGNED ACCEPTS FIDUCIARY RESPONSIBILITY** For The Property Stored/Borrowed from the Alamo Colleges District. If **DAMAGED, LOST OR STOLEN, or (employee/representative) IF I SEPARATE** from employment **VOLUNTARY/UNVOLUNTARY, or (student) IF I AM NO LONGER ENROLLED, I WILL SURRENDER THE PROPERTY UPON REQUEST or I WILL REIMBURSE THE ALAMO COLLEGES DISTRICT FOR THE REPLACEMENT COST OF THE PROPERTY.** Further, I **UNDERSTAND AND AGREE** Property Must Be Made Available For Inventory Audit or Inspection to INVENTORY PERSONNEL.

Property must be secured and safeguarded at all times. Property inspection by current Property Steward shall occur no less than quarterly. A signed copy of this form must accompany any items while off campus and must be presented upon request by the Alamo Colleges Police Department.

By signing this form, I **AGREE and UNDERSTAND my RESPONSIBILITIES.** On,_____ (today’s date), the **UNDERSIGNED** requests authorization to **BORROW** from the **Alamo Colleges District**, the property listed below assigned to the custodial inventory department _____. (Example: 810021: SAC-BUDGET OFFICE).

The **UNDERSIGNED CERTIFIES PROPERTY** use is for **OFFICIAL BUSINESS** for the **Alamo Colleges District**.

PURPOSE JUSTIFICATION: _____

LOCATION (street address) where the property will be located: _____

DATE property will be **REMOVED** from Alamo Colleges: _____ Date returned: _____

(Attach an Excel Spreadsheet for any additional items, include non-tagged items)

BARCODE/TAG #	SERIAL NUMBER	DESCRIPTION OF ITEM

REQUIRED SIGNATURES

Individual Removing Property (print)	Signature	Phone Number	Date	ACES User Name
Supervisor (print)	Signature	Phone Number	Date	
Department Property Steward (print)	Signature	Phone Number	Date	

When Item is Returned, Property Steward/Assistant should confirm the item has been returned below:

DO NOT COMPLETE THIS BOX UNTIL THE EQUIPMENT HAS BEEN RETURNED TO ALAMO COLLEGES DISTRICT(Review annually)

Item Returned to Dept/Office

Bldg.

Rm#

Date

Person Returning Property (print)

Signature

Revised: 10/2020

For assistance email us at dst-teaminventory@alamo.edu