

PERSONAL CUSTODY PROPERTY RECORD/HAND RECEIPT

Property Issued To: Last Name: First Name:	School/Department:	Room/Building	Phone No.
--	--------------------	---------------	-----------

Statement of Responsibility:
I have received the item(s) listed below on the date indicated. I accept personal responsibility for the property and will surrender it upon demand, transfer, or seperation from District 49. I further understand that failure on my part to exercise responsibility for the care and protection of the item(s) listed below could result in disciplinary action in accordance with D49 Property Management Policy dated September, 2015.

Serial Number	Description (Including make, model, color, size, etc)

Signature of person receiving property: _____

Date: _____

Name of property issuer: _____

Item Returned to Purchasing Department

Return Date: _____

Received -Signature of Property Custodian _____