MIAMI UNIVERSITY
PROPERTY PASS

Miami requires all equipment be signed out before being removed from the campus. This property pass must be kept on file in your department and available for Inventory Control’s review when auditing equipment.

DATE______________________________________________________

NAME______________________________________________________

DEPARTMENT______________________________________________

PHONE_____________________________________________________

EQUIPMENT DESCRIPTION___________________________________

BAR CODE NUMBER _________________________________________

SERIAL NUMBER____________________________________________

ESTIMATED VALUE__________________________________________

ESTIMATED RETURN DATE___________________________________

EQUIPMENT WILL BE MOVED:

FROM :______________________________________________________

TO:       ______________________________________________________

SIGNED OUT:_________________________________________________

Signature

AUTHORIZED BY:____________________________________________

Signature

Property passes strengthen internal controls and reduce costs by not having to replace equipment that has not been returned. As employees leave your department, please review these forms on file to ensure that all equipment has been properly returned.

Revised 4/3/2003