



## Hand Receipt Form Instructions

### Property Management

Phone: 601-979-4181

Fax: 601-979-9315

Email address: [propertymanagement@jsums.edu](mailto:propertymanagement@jsums.edu)

Off-Campus is described as a personal residence, private shop, private lab or private office. When it is necessary to remove equipment from the assigned department in order to conduct official University business, a hand receipt documenting the move should be kept on file by the department and a copy forwarded to Property Management Inventory. This includes the use of cell phones and laptop computers, etc.

Please include all available information. Incomplete or handwritten forms will be returned to the department for completion.

1. **Preparer Information** – Enter the name and phone number of the person completing the form; enter the date form was prepared.
2. **Location Code** – Enter the five-digit department location code (24200)
3. **Department Name** – Enter your department name (ex. Property Management)
4. **Department Inventory Representative** – Enter the name of the person in your department designated by the Department Head as the Property Representative.
5. **E-Number** – Enter the E-number assigned to the equipment.
6. **Item Description** – Enter the description of the equipment.
7. **Serial Number** – Enter the serial number of the equipment.
8. **Cost/Value** – Enter the cost or value of the equipment.
9. **Employees Name** – Enter the name of the person who will have possession of the equipment for off-campus use.
10. **Obtain the employees signature who will have possession of the equipment;** and date employee signed.
11. Enter the **expected return date of the equipment.**
12. Indicate when equipment was inspected (**upon issuance of hand receipt or upon renewal**).
13. Obtain the **department inventory representative or department head signature, date, phone number.**
14. **Forward a copy to Property Management Inventory** – Fax 601-979-9315 or Email [propertymanagement@jsums.edu](mailto:propertymanagement@jsums.edu).  
**Maintain the original in departmental files.**

### Upon return of the equipment:

1. Have employee sign showing the equipment was returned; date.
2. Have department inventory representative or department head sign stating the equipment was returned to the department.
3. Forward copy to **Property Management Inventory** – Fax 601-979-9315 or Email [propertymanagement@jsums.edu](mailto:propertymanagement@jsums.edu).  
**Maintain the original in departmental files.**

**Form must be updated annually; equipment should be inspected by the departmental inventory representative to ensure equipment is accounted for.**