



# Florida Gulf Coast University

## Property Check Out Form

Property Decal Number	Description (Mfr., Model, Color, Size, etc.)	Serial Number

**Checked out by:**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**Approved By: (Associate Director/Director or Dean)**

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**UPON RETURN OF THE ABOVE ITEMS:**

**The items were returned in good condition.**

**New Location:** \_\_\_\_\_

Building & Room

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Associate Director/Director or Dean

\_\_\_\_\_

Date

A copy is to be kept on file in the Department for internal records, and the original is to be kept on file in the Office of the Controller. Upon the return of the item(s), a signed copy is to be sent to the Office of the Controller.