

**CALIFORNIA STATE UNIVERSITY, EAST BAY**  
**Property Custody Receipt**  
(State Equipment)

\_\_\_\_\_  
(Date)

The following listed property was issued to: \_\_\_\_\_  
Student  Faculty  Staff  (Check one)

Authorized by: \_\_\_\_\_  
(Department Administrator)

	Description	Barcode Number	Date Issued	Date Returned
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

Above property was issued by \_\_\_\_\_ for the  
period \_\_\_\_\_ to \_\_\_\_\_

Condition of equipment when checked out: \_\_\_\_\_  
Condition of equipment when checked in: \_\_\_\_\_

I certify that I will be responsible for the safekeeping of the above equipment. In the event of damage, loss, theft, or my failure to return the equipment in the same condition as it was at the time of issue, normal wear and tear excepted, I agree to reimburse the University, if requested, for the amount of loss. The equipment will be returned not later than the end of the current quarter.

**RETURN OF EQUIPMENT ACKNOWLEDGED:**

\_\_\_\_\_  
(Signature of University Representative)

\_\_\_\_\_  
(Signature of Borrower)

Net I.D.: \_\_\_\_\_

Failure to return equipment may result in monetary reimbursement to the University and/or possible criminal prosecution.