

The William States Lee College of Engineering Lap-Top Inventory

Model # _____

Serial # _____

Asset # _____

Fund # _____

Description # _____

Issue to: _____

Department: _____

Location: _____

Date of purchase: _____

Vendor Name: _____

I accept complete responsibility for this university owned lap-top and I will return this property to the department Business Service Specialist when I no longer need to use it or wish to re-allocate it to a student, faculty or staff member.

Signature _____