

# UNIVERSITY of NORTH TEXAS University Property Custody Receipt

Date: \_\_\_\_\_

**(UPCR form expires after one year  
then a new one will need submitted)**

\_\_\_\_\_  
(Department name with inventory accountability)

\_\_\_\_\_  
(Dept. ID)

I, the undersigned, request authorization to remove from the campus of University of North Texas the below listed equipment. Removal of said asset is for the following purpose(s): \_\_\_\_\_

I further certify that:

- 1) the purpose(s) previously stated constitute official business of University of North Texas;
- 2) upon removing said property, I assume pecuniary responsibility during the temporary removal period;
- 3) appropriate insurance coverage has been provided (optional);
- 4) if property is a desktop computer, then additional authorization signature below from Departmental IT Lead required **(desktop pc's are not encrypted)**;
- 5) the below listed property will be used at the following location:

\_\_\_\_\_  
(Complete street or mailing address)

- 6) this equipment will first be removed from the campus on \_\_\_\_\_ and returned to the campus on \_\_\_\_\_  
(Date) (if known) (Date)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Employee/Student ID Number)

\_\_\_\_\_  
(Department)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date of Signature)

Asset Tag#

Description

Serial No.

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

(Please attach an additional sheet(s) if necessary)

Approval: \_\_\_\_\_  
(Printed Name of Department Head or designee)

\_\_\_\_\_  
(Signature)

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

Approval: \_\_\_\_\_  
(Printed Name of Departmental IT Lead, if  
**desktop computer being taken off campus**)

\_\_\_\_\_  
(Signature)

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

Asset Custody Return Receipt

Returned to: \_\_\_\_\_  
(Signature of Designated Authority)

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

Where agency property is lost, stolen, deteriorated, damaged or destroyed as a result of an intentional wrongful act or of a negligent act of any state official or employee, such person shall be pecuniary liable to the state for the loss thus sustained by the state. (Texas Gov't Code Ann. sec. 403.275)

**PLEASE SEND COPY OF COMPLETED UPCR TO ASSET.MANAGEMENT@UNT.EDU  
AND KEEP A COPY ON FILE IN YOUR DEPARTMENT.**