

STATE PROPERTY/EQUIPMENT ISSUE RECORD

(See DAM Chapters 0200 and 1000)

Supervisor: Complete and sign this form the first day State property is issued to Employee/Volunteer. Update the form, date, and initial as subsequent property is issued. When property is returned by Employee/Volunteer, date and initial each item to acknowledge receipt.

Employee/Volunteer: Initial each item assigned by Supervisor.

NOTE: Upon an employee's separation or transfer, a copy of this form reflecting the return of all items issued must be attached to the DPR 213, Separation/Transfer/Promotion Information and Checklist.

EMPLOYEE/VOLUNTEER NAME		REPORTING UNIT NAME			POSITION NO.	
SUPERVISOR NAME		TITLE			DATE	
ITEM	DESCRIPTION OR NUMBER	DATE ISSUED	SUPVR INITIALS	EMP INITIALS	DATE RETURNED	SUPVR INITIALS
Identification Card						
Keys - List Key Numbers						
Building Pass - List Number						
American Express Travel Card						
CAL-Card						
Fuel Credit Card						
Phone Calling Card Number						
Cellular Phone						
Pager						
Laptop Computer						
Personal Digital Assistant						
<p><i>I hereby acknowledge receipt and assignment of the State property listed above, and understand that I am responsible for the care and return of said items in good condition:</i></p>						
EMPLOYEE/VOLUNTEER SIGNATURE				DATE		
▶						
SUPERVISOR SIGNATURE				DATE		
▶						