# Florida Gulf Coast University
## Property Check Out Form

<table>
<thead>
<tr>
<th>Property Decal Number</th>
<th>Description (Mfr., Model, Color, Size, etc.)</th>
<th>Serial Number</th>
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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.