

**Texas A&M University  
INVENTORY OF EQUIPMENT FORM**

The following Texas A&M University equipment has been issued to and received in good working condition by: \_\_\_\_\_  
(Type/Print Name of Employee)

<u>Type of Equipment</u>	<u>Serial #</u>	<u>Quantity</u>

**Statement of Agreement:**

- This equipment will be maintained in a safe, secure, and orderly manner.
- This equipment will be used in accordance with Texas A&M University System Policies, Regulations, and Texas A&M University Rules.
- The supervisor/department head/unit head/or designee may visit the alternate work location with reasonable notice to ensure that this equipment is being maintained in a safe, secure, and orderly manner.
- The employee is responsible for any loss or damage to the above-referenced Texas A&M University equipment, except that which occurs through normal wear and tear.
- The employee will immediately return all Texas A&M University-owned equipment, supplies, etc. upon the request of the department or upon the termination or expiration of the *Alternate Work Location Agreement*.

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I certify the equipment listed above has been issued to me by Texas A&M University and received in good working condition. I have read, understand, and will comply with all of the terms and conditions listed on the *Statement of Agreement* on this *Inventory of Equipment Form*.

\_\_\_\_\_  
Employee \_\_\_\_\_  
Date

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I have reviewed this *Inventory of Equipment Form* with the employee referenced above and will hold the employee accountable to the terms and conditions of this agreement.

\_\_\_\_\_  
Supervisor \_\_\_\_\_  
Date