**FEDERAL EXCESS PERSONAL PROPERTY PROGRAM**

ISSUE AND TRACKING SLIP

College of Agriculture • UNIVERSITY NAME

UNIVERSITY ADDRESS • UNIVERSITY CITY, STATE AND ZIP

Phone: XXX-XXX-XXXX

**Important note to customers:** The Federal Excess Personal Property Program is not a free program.

There is responsibility involved.

Please read the information at the bottom of this form to know what your responsibilities are as a user of this property.

Issue Transfer Return to FEPP

Department/Office

Person Assigned to

Rm/Building, Address Phone

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| --- | --- | --- | --- |
| University Inv. Number | Description | Serial # | Quantity |
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**Important:**

1. I understand that these items are and remain property of USDA-NIFA, Washington, D.C., and the College is responsible for their proper use, care, and location. They are on loan to the College, but not owned by the University or any part thereof.
2. I understand that these items are intended for and should only be utilized with approved projects and programs dealing with agriculture research and/or the Cooperative Extension Service at the College of Agriculture. I agree they will not be used for any other purposes under any circumstances. Items MAY NOT be used for teaching purposes with the exception of Extension- related programs.
3. I understand that when disposing of the items, I should contact the Federal Excess Personal Property Office to arrange return of the property. Federal property must be disposed of via channels outside of standard university operations.

**DO NOT SEND ITEMS TO UNIVERSITY SURPLUS.**

1. I understand that I will be asked to verify the item(s) on an annual inventory. I understand that I am responsible and account- able for the proper use and care of the item(s).

Received by: Date

Issued by: Date