



Office Use Only

TRANSFER OF PROPERTY RESPONSIBILITY

Name of Agency/Institution: Lamar University Agency #: 734

OUTGOING

I hereby certify that to the best of my knowledge and belief, all personal property belonging to or under this department has been properly accounted for as of this date.

Department			
Name		Title	
Signature		Date	
Witness Name		Title	
Signature		Date	

INCOMING

I hereby accept responsibility for all personal property to or under this department's responsibility.

Department			
Name		Title	
Signature		Date	
Witness Name		Title	
Signature		Date	

According to Texas Government Code Sec. 403.275. LIABILITY FOR PROPERTY LOSS. The liability prescribed by this section may attach on a joint and several basis to more than one person in a particular instance. A person is pecuniarily liable for the loss sustained by the state if: (1) agency property disappears, as a result of the failure of the head of an agency, property manager, or agency employee entrusted with the property to exercise reasonable care for its safekeeping; (2) agency property deteriorates as a result of the failure of the head of an agency, property manager, or agency employee entrusted with the property to exercise reasonable care to maintain and service the property; or (3) agency property is damaged or destroyed as a result of an intentional wrongful act or of a negligent act of any state official or employee. Added by Acts 1991, 72nd Leg., 2nd C.S., ch. 8, Sec. 2.30.

Retain a copy for your files and return the completed form along with a copy of your reviewed department's physical inventory list to LogisticalSupport@Lamar.edu or to PO Box 10004.

OFFICE USE ONLY BELOW THIS LINE

SPA L DRIVE

Initials: _____ Date: _____

Property Manager Signature: _____ Date: _____