



University of Massachusetts Central Administration
Property Pass

University Controller's Office
333 South Street, Suite 450
Shrewsbury, MA 01545
Phone: 774-455-7544
Fax: 774-455-7550

A. Equipment Information

Equipment Description: Manufacturer:
Department: Model No.
University Tag No. Serial No.
Speedtype: Condition:
Acquisition Cost: \$

B. Employee Information

Name Work Phone
Home Address City/State Zip

C. Approval (Borrower is liable for property loss or failure to return)

Period Beginning: Period Ending:

Signature (Borrower) Date

Signature (Property Manager) Date

The employee keeps the original and must be kept with the equipment at all times.
Please submit a copy to the Fixed Asset Manager. The loaning department should keep a copy on file.
Upon return, the original copy must be sent to the Fixed Asset Manager in order to receive proper credit.