

Texas Woman's University Property Return Form

This form should be completed and returned to Property Control when property has been removed from campus, and now is being returned to campus.

Department/Program Returning Property

Title and Name of Person Returning Property

Complete Physical Address

Date Returned: _____

Employee Last Name

First

Middle Initial

Employee Number

Street Address

City

State ZIP

Phone Number

To Location

Asset Number

Description

Bldg

Room Number

Asset Number

Description

Bldg

Room Number

Asset Number

Description

Bldg

Room Number

Signature of Employee Returning Property

Date

Signature and Title of Department Head

Date

Property Control Only

Date Updated in Oracle _____

Person Posting: _____