

**DEPARTMENT OF FINANCE AND ADMINISTRATION**

**OFFICE OF BUSINESS SERVICES**

**FORM 5A - HAND RECEIPT**

TO: \_\_\_\_\_

From: \_\_\_\_\_  
Department of Finance and Administration

Date: \_\_\_\_\_

This is to certify that I have the equipment listed below and am using it to complete official department business. Disciplinary action may be taken against me, and/or other employees involved in the loss of any fixed asset due to negligence, failure to secure the asset, failure to report the loss within the designated time frame, or failure to follow procedures as outlined.

<b>Description of Equipment</b>	<b>Serial Number</b>	<b>Inventory Number</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
(Employee's Name)

\_\_\_\_\_  
(Employee's Signature)