**Washburn University**

**Capital Asset Issue Receipt**

To: General Accounting, MO 225

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (Employee’s name and department)

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

This capital asset issue receipt verifies that I have been issued the capital assets listed below, and that such capital assets are being used to conduct official University or departmental business:

|  |  |  |
| --- | --- | --- |
| **Inventory Tag Number** | **Capital Asset Description** | **Serial Number (if no tag)** |
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Employee’s signature and date

**This form is to be completed anytime capital assets are issued to an employee and removed from the department premises (including items such as laptop computers and cellular phones). The form must be updated every six months to be valid.**

**Return completed form to:**Finance Office
Attn: General Accounting
MO 225