

Hostos Community College - Property Distribution Form

Please Type or Print and complete all data fields!

ITEM DESCRIPTION	SERIAL #	HOSTOS TAG #	TO USER DEPT. #	BLDG. ROOM #	DESIGNATED USER NAME (Last, First)	REPLACEMENT? Old Tag # or "No"
_____	_____	_____	_____	____/____	_____	_____
_____	_____	_____	_____	____/____	_____	_____
_____	_____	_____	_____	____/____	_____	_____
_____	_____	_____	_____	____/____	_____	_____
_____	_____	_____	_____	____/____	_____	_____
_____	_____	_____	_____	____/____	_____	_____
_____	_____	_____	_____	____/____	_____	_____
_____	_____	_____	_____	____/____	_____	_____

Authorized by: _____
Name
Title
Signature

Staff responsible for property transfer must present this form and the Hostos property to the Public Safety Officers for signature upon exit and subsequent entrance of Hostos buildings.

Public Safety Outbound _____ (name/date) Public Safety Inbound _____ (name/date)

Originator/Campus Facilities/Computer Center _____ (name/date)

RETURN COMPLETED FORM TO PROPERTY MANAGEMENT—BUILDING "G" ROOM 100

Property Management Database Updated: ____/____/____ by: _____