

# Agreement for Assignment of Grant Equipment



ROCKY MOUNTAIN COLLEGE

Department Name: \_\_\_\_\_ Account Manager: \_\_\_\_\_

You have been assigned the Federal/College-owned equipment listed below to complete your job duties and, accordingly, are assuming responsibility for the item(s).

By signing this agreement, you agree to take reasonable precautions to protect the equipment and comply with any applicable Federal policy regarding its use. Federal/College equipment may not be used for non-work related tasks. In the event this equipment is lost or stolen, you are required to file a formal police report and forward a copy of that report to the Chief Financial Officer at Rocky Mountain College.

All equipment will be returned to the Account Manager listed above for the following conditions: upon completion of the program/project for which this equipment was issued for use; a change in duties which eliminates the need for the equipment; when requested by your supervisor or program director; or upon termination of employment.

I, \_\_\_\_\_ (print name) acknowledge and agree to abide by the terms outlined above for the use of the Federal/College-owned equipment listed on this Agreement.

\_\_\_\_\_  
Employee/Custodian of Assets Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Account Manager Signature (Required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Financial Officer

\_\_\_\_\_  
Date

Equipment Description	Serial Number	Property Tag*

\*If equipment is not tagged, please indicate N/A.

Upon return of equipment, employee transfer, or termination of employment, please complete the following:

Employee has returned above-listed equipment as of \_\_\_\_\_ (Date). Employee is no longer responsible for these assets.

\_\_\_\_\_  
Account Manager Signature (Required)

\_\_\_\_\_  
Date