

## PROPERTY USED AWAY FROM ASSIGNED LOCATION

***\*\*\*This Form Must be Updated Annually\*\*\****

This completed and signed form documents that the following property is used away from its assigned location:

Asset Number	Description, Make and Model Number	Serial Number

### Statement of Agreement:

- This equipment will be maintained in a safe, secure and orderly manner.
- This equipment will be used in accordance with both the Texas A&M University System Policies and Regulations, and the Texas A&M AgriLife Rules and Procedures.
- The supervisor/department head/unit head or designee may visit the alternate work location with reasonable notice to ensure that this equipment is being maintained in a safe, secure and orderly manner.
- The employee is responsible for any loss or damage to the above-referenced Texas A&M AgriLife equipment, except that which occurs through normal wear and tear.
- The employee will immediately return all Texas A&M AgriLife equipment, supplies, etc. upon the request of the department or upon the termination or expiration of the Property Used Away from Assigned Location Agreement.

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I, \_\_\_\_\_, certify the equipment listed above has been issued to me by Texas A&M AgriLife and received in good working condition. I have read, understood, and will comply with all of the terms and conditions listed on the Statement of Agreement on this property form.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

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I have reviewed this Property Used Away from Assigned Location form with the employee referenced above and will hold the employee accountable to the terms and conditions of this agreement.

Signature of APO or AAPO: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ENTER INTO LASERFICHE FOLDER 5.02.09.02.1 – Property Used Away from Assigned Location**

PLEASE **DO NOT** RETURN THIS FORM TO THE TEXAS A&M AGRILIFE PROPERTY & FLEET  
MANAGEMENT OFFICE

**THIS FORM IS TO BE KEPT ON FILE BY THE ACCOUNTABLE PROPERTY OFFICER (APO) OR  
ALTERNATE ACCOUNTABLE PROPERTY OFFICER (AAPO)**