**Pittsburg State University**

**Property Issuance and Return Agreement**

Employee Name: Department:

*The following PSU property has been issued for use in performance of assigned job duties. Employee agrees to return listed PSU property on or before the final day of employment or when requested by his or her supervisor, department head or other University official. The purchase price of PSU property that is not returned will be withheld from the employee’s paycheck(s). If paycheck funds are not adequate to cover the total purchase price, the amount will be sent to the State of Kansas setoff process.*

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| --- | --- | --- | --- | --- | --- | --- |
| **Property Issued (Describe)** | **Purchase Price** | **Date Issued** | **Employee Initials for Issuance** | **Date Returned** | **Employee Initials for Return** | **Supervisor Initials for Return** |
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Employee Signature – Issuance:

Date Issued: PSU Person No.

Employee Signature – Return:

Date Returned: PSU Person No.

Supervisor Signature – Return:

***IMPORTANT: If equipment is not returned, the department must forward this form to Payroll (payroll@pittstate.edu) by the appropriate payroll deadline. Please clarify deadline dates with Payroll if needed.***

*C:\Users\msexton\Desktop\PSU Property Issue and Return Agreement 6-20-2019.docx*