



AGENCY

SECTION

Date

Employee/ Contractor Name

P #

Plant #

E-mail address

Phone Number

In the specific identifier field objects that are LDH owned like a laptop, cpu, and monitor require a notification number and serial number. Anything that is leased by OTS like laptops, cpu, and monitors require that you put leased and the serial number. Cell Phones and Mifi devices require phone number and IMEI number in the description of object, and keys/badges etc. should be noted with building name.

Actual Object on Loan and Code	Quantity	Specific Identifier (#, Building, etc)
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By signing below I certify I have been loaned objects documented above and accept full responsibility while in my possession. I must maintain liability for the payment of damages whenever wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage or destruction of property for which I am responsible for as provided herein, and such damages shall be recoverable in a civil lawsuit therefore prosecuted on behalf of the State by the Attorney General.

Employee/Contractor Signature

Supervisor/Manager Signature