



## FACILITIES MANAGEMENT

### PERSONAL PROPERTY

#### **POLICY:**

Any employee who brings personal property into the KUSM-W facilities will assume all risk of loss and/or damage for those items; the university will not be required to reimburse the employee for loss or damage to personal property.

#### **PURPOSE:**

To describe the proper procedures to request, authorize and document the use of personal property on the KUSM-W facilities and to have documentation on file to show ownership of personal property prior to it entering the facility.

#### **PROCEDURE:**

Employees wishing to bring personal property into the KUSM-W facilities must first complete and submit a Personal Property Form that give a detailed, comprehensible description of each item. The employee will present a bill of sale for each item, or if a bill of sale is not available, the employee may be asked to provide a picture of the item, which will be kept on file with the Personal Property Form. The original Personal Property Form along with all supporting documents will be kept on file in the Facilities Management department and a copy of these items will be given to the employee.

Prepared by: \_\_\_\_\_  
Director, Facilities Management

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Associate Dean for Administration

Date: \_\_\_\_\_



## FACILITIES MANAGEMENT

### PERSONAL PROPERTY

**DEPARTMENT:** \_\_\_\_\_

**Personal Property Item:** \_\_\_\_\_

**Description:** \_\_\_\_\_

\_\_\_\_\_

**Personal Property Item:** \_\_\_\_\_

**Description:** \_\_\_\_\_

\_\_\_\_\_

**Personal Property Item:** \_\_\_\_\_

**Description:** \_\_\_\_\_

\_\_\_\_\_

**Personal Property Item:** \_\_\_\_\_

**Description:** \_\_\_\_\_

\_\_\_\_\_

I agree to assume all risk of loss and/or damage to the above items(s), and understand that the university will not be required to reimburse me for loss o damage to my personal property.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_