

Equipment Checkout Form

103 Research Park, P.O. Box 5287
Mississippi State, Mississippi 39762

Mail Stop 9628
Phone: (662) 325-7127

To: Receiving & Property Control, P.O. Box 6177, Mississippi State, Mississippi 39762
Phone: (662) 325-2545; **Mail Stop 9605**

From: Social Science Research Center

Date: _____

This is to verify that I have the equipment listed below and that I am using it to complete official Departmental business:

Bar Code	Description	Serial #

Employee's Signature

This form should be completed any time equipment is removed from the department premises. In order for this receipt to be valid, it must be updated every six months.