

TOOL CHECKOUT

UNM PHYSICAL PLANT DEPARTMENT

I, _____, accept the items listed as temporary custody from the UNM Physical Plant Department, to be returned upon leaving this area, this department, and/or the University of New Mexico. I am also aware that I am personally responsible for these items. If they become lost, missing, or stolen, I will pay for them out of my personal funds or with a deduction from my paycheck. The items issued are:

Quantity	Item	Quantity	Item
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I understand that a copy of this checkout form will be kept in my personnel file at the Physical Plant. This also certifies that I have been issued a copy of the PPD Tool Policy.

Employee Supervisor/Manager

Date