UNIVERSITY ACADEMY
PERSONAL PROPERTY INVENTORY

DATE	ITEM	SERIAL NUMBER

All personal furniture and electronic equipment (excluding personal communication devices) brought into the school must be logged on this sheet and checked in with Security and/or your building administrator. Items not logged are subject to be considered University Academy property, and are not to be removed from the premises without University Academy approval. A copy of this document will be submitted to Human Resources and will become part of the employee file. The original document will remain in the Security Department files and copies will be distributed to the employee and administrator.

Employee Signature _____ Date _____

Administrator Signature _____ Date _____

Security Department Signature _____ Date _____