



**UNIVERSITY OF WEST FLORIDA
DEPARTMENTAL PROPERTY CHECK-OUT LOG
Cost Less than \$5,000 - Departmental Use Only**

<i>Check Out</i>					<i>Check In</i>	
Department Tag #	Description and Serial #	Date	Borrower Name	Borrower Signature	Date	Borrower Signature

Note: This log should be maintained by the department and should be available for review by the Property Department.