



CITY OF HOUSTON



Houston Public Works PC Custody Form

Date:

I hereby state that I am in possession of the below listed equipment which is being used for my daily work activity. I acknowledge that this equipment is not to be removed from my workstation without written authorization and I further acknowledge that said equipment is to be utilized only for official City of Houston business. I additionally state that I am accountable for said equipment until the disposition Form is completed and given to my immediate supervisor.

| | | |
|---------------|----------|----------|
| Description | Make | Model |
| Serial Number | City Tag | Bar Code |

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|---------------|----------|----------|
| Description | Make | Model |
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| | |
|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Memory | <input type="checkbox"/> Fax / Modem |
| <input type="checkbox"/> Hard Drive | <input type="checkbox"/> NIC |
| <input type="checkbox"/> Jack Line 1 | <input type="checkbox"/> Jack Line 2 |

| | |
|--------------------|-----------------|
| COST CENTER # | EMPLOYEE NUMBER |
| EMPLOYEE NAME | |
| WORKSITE ADDRESS | |
| TELEPHONE NUMBER | |
| EMPLOYEE SIGNATURE | DATE |

| | |
|---|------|
| <input type="checkbox"/> RELINQUISHING EQUIPMENT (Sign below): | |
| I hereby relinquish the CPU and its components which were assigned to me back to the Information Systems Group. | |
| EMPLOYEE SIGNATURE | DATE |