

**COPPIN STATE UNIVERSITY**  
**Leased/Loaned Property Acknowledgement**

I hereby acknowledge that if I am entrusted with any leased or loaned equipment or property (audio, video, digital or electronic, cell phone, or keys, etc.) belonging to Coppin State University, that I am solely responsible, and that I will return the equipment or property before the close of business on my last day of employment. If I do not return the property by the close of business on my last day of employment, I will be charged the full replacement value of the equipment or property.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date