College of Agricultural Sciences

**Federal Excess Personal Property Program (FEPP)**

447B Strand Agricultural Hall Corvallis, OR 97331-2603

CAS-FEPP@oregonstate.edu

(541) 737-5913

**PROPERTY ACCEPTANCE**

**ITEM DESCRIPTION: SERIAL/VIN: PRIMARY USER:**

**PROPERTY LOCATION:**

**PHONE: E-MAIL:**

**Important:**

1. I understand that these items are and remain property of USDA-NIFA, Washington, D.C., and the College is responsible for their proper use, care, and location. They are on loan to the College, but not owned by the University or any part thereof.

2. I understand that these items are intended for and should only be utilized with approved projects and programs dealing with agriculture research and/or the Cooperative Extension Service at the College of Agriculture. I agree they will not be used for any other purposes under any circumstances. Items MAY NOT be used for teaching purposes with the exception of Extension-related programs.

3. I understand that when disposing of the items, I should contact the OSU Federal Excess

Personal Property Office to arrange return of the property.

4. Federal property must be disposed of via channels outside of standard university operations.

5. I understand that I will be asked to verify the items(s) on an annual inventory. I understand that I am responsible and accountable for the proper use and care of the item(s).

**Property Custodian Signature Date**