

**RICHLAND COUNTY SCHOOL DISTRICT ONE
EMPLOYEE PROPERTY RECEIPT ACKNOWLEDGEMENT**

DEPARTMENT OR SCHOOL	LOCATION CODE
DATE OF PROPERTY RECEIPT	NAME OF DEPARTMENT HEAD OR INVENTORY CONTROL OFFICER

PRINT OR TYPE NAME OF RECIPIENT SIGNATURE OF RECIPIENT

As a Richland County School District One Property recipient you are responsible for maintaining accountability for all property issued to you. In addition to complying with District property management policies you will also be responsible for the following:

1. Timely and accurate recording of property transactions and maintenance of all related records (i.e. transfers, repair turn-ins, loss and damage reporting);
2. Providing adequate safeguards and protection of property under your control, possession and responsibility.

I understand that the unauthorized loss, damage, or destruction of District property may result in the assessment of personnel actions to the applicable employee.

<u>Qty.Serial #</u>	<u>Item(s) Description</u>	<u>District I.D.</u>

SIGNATURE OF PRINCIPAL OR DEPARTMENT HEAD	SIGNATURE OF INVENTORY CONTROL OFFICER
---	--