RICHLAND SCHOOL DISTRICT ONE
FIXED ASSET EQUIPMENT
CHECK OUT FORM

LOCATION	EMPLOYEE IN POSSESSION	EMPLOYEES POSITION	EMPLOYEES SIGNATURE

REASON FOR CHECK-OUT:	
ANTICIPATED RETURN DATE:	ACTUAL RETURN DATE:
SUPERVISOR'S SIGNATURE:	DATE:

ID NUMBER	DESCRIPTION	MODEL NUMBER	SERIAL NUMBER

Borrower in possession is responsible for items listed and should keep them in an environment that is conducive to the safekeeping of the equipment. Electronic equipment, computers, etc., are sensitive to extreme temperatures and humidity and must be stored properly. Any misuse or abuse which results in damage to equipment will be the responsibility of the borrower. If an item malfunctions or is damaged, it should be reported to the supervisor for repair. An item is not to be repaired by the borrower without authorization of the supervisor.

ORIGINATOR: Retain GOLDENROD (this copy must be kept by the principal/Director/or Inventory Control Officer) copy and forward other copies to;
RETENTION FILE: Retain PINK copy (this copy must be kept in office files) and forward other copies to;
BORROWER: Retain CANARY copy and forward other copies to;
PROPERTY ACCTG: Retain Green copy and forward original to;
PROPERTY ACCTG: Retain WHITE.