

**GEORGE COUNTY SCHOOL DISTRICT**  
**ASSIGNMENT OF FIXED ASSETS**  
**EMPLOYEE SIGN OUT FORM**

School/Dept. \_\_\_\_\_

Asset #1: \_\_\_\_\_

Description: \_\_\_\_\_

Serial # \_\_\_\_\_

Room # \_\_\_\_\_

Asset #2: \_\_\_\_\_

Description: \_\_\_\_\_

Serial # \_\_\_\_\_

Room # \_\_\_\_\_

**Receiving Statement:** My signature verifies that I have the equipment listed above and am using it to conduct school district business. I understand that I will be held responsible for the equipment while it is in my possession. I also understand that it is my responsibility to immediately report to the business office any damages or losses incurred while it is in my possession and I may be asked to replace the equipment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Principal/Director

\_\_\_\_\_  
Building Fixed Assets Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Return Information**

\_\_\_\_\_  
Returning Signature

\_\_\_\_\_  
Date Returned

I have accepted the returned equipment in an acceptable condition.

\_\_\_\_\_  
Receiving Principal/Director Signature

\_\_\_\_\_  
Date Returned

Original:      Retained by building Fixed Assets Designee  
Copy:         To be kept in room assigned to with room inventory report