

GEORGE COUNTY SCHOOL DISTRICT FIXED ASSETS FORMS

Change of Building Location Form – Use when an item is permanently moved to a different building. Send the original form to the Fixed Assets Clerk to update database. *Note: For changes within the same building, submit a request electronically through Marathon.*

Check Out Form – Use when equipment is permanently assigned to a location but is being temporarily checked out to another room or location.

Chromebook Lost-Stolen Documentation Form – Follow the procedures on this form when a Chromebook is lost or stolen. This must be completed before the Chromebook can be disposed of.

District Technology/Device User Agreement Form – Use when a Chromebook is signed out to a student for educational use, including off-campus use.

Donation & EEF Reporting Form – Use to report donations or EEF purchases. Donated computer equipment must be approved by the Technology Department to ensure compatibility with the district's infrastructure. All donations must also be submitted for School Board acceptance and approval.

Employee Sign Out Form -- Use when an employee checks out a fixed asset (e.g., iPad or laptop) for use away from its permanently assigned location, or when an asset is temporarily issued by a department such as Technology or Special Education for education purposes.

Fixed Assets Log -- Maintained by the Fixed Assets Clerk to record asset number assignments.

Lost or Stolen Property Affidavit - Complete this form if an item is missing or stolen. Submit the original along with a police report to the Fixed Asset Clerk. The request will be forwarded to the Superintendent's Office for School Board approval. If the asset was purchased with federal funds, additional approval will be requested from the Federal Programs or Special Education Director before being submitted to the Superintendent's office.

Multiple Fixed Assets Purchase Reporting Form – Use instead of the fixed asset portion of the Vendor Claim Form when purchasing more than five items.

Request to Dispose of Fixed Assets – Submit an electronic request via Marathon for items that are beyond repair, missing/stolen, or otherwise ready for removal from inventory. The Fixed Assets clerk will print the disposal request for School Board approval. **If the item is missing or stolen, include a notarized affidavit and a police report.**

Staff Chromebook Sign Out Form – Use when a Chromebook is signed out to an employee.

Tech Sign Out Sheet – Used by the Technology Department when equipment is temporarily removed from its assigned location for repair.

Vendor Claim Form -- When purchasing a fixed asset item, complete the bottom portion of this form. Submit a copy of the claim form, invoice, packing slip, and purchase order to the Fixed Assets Clerk.