

WINN PARISH SCHOOL BOARD
OFF-SITE USAGE OF FIXED ASSETS

School Name/Department: _____

Asset Tag #: _____

Asset Description: _____

Serial #: _____

Date Signed Out: _____

I accept full and complete responsibility for any damages due to abuse, neglect, accidents or acts of nature. I will return the asset to the school in working condition.

Signed out by: _____

Approved by: _____

Principal/Department Head

CHECK-IN INFORMATION:

Date received: _____

Received by: _____