

COLUMBIA SCHOOL DISTRICT
FIXED ASSET ACCOUNTABILITY SYSTEM

Sign Out Form

Date Assigned

Date Returned

This is to verify that I have the equipment listed below and I am using it to conduct official school business.

Tag	Description	Serial Number	Location
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Signature of Receiver

Signature of Custodian

This form is to be used when fixed assets are being used by an authorized employee away from location of permanent custody.