

SCHOOL PROPERTY CHECK OUT

Name: _____ Date: _____

School _____ Property _____ to _____ Check _____ Out: _____

Identifying Information:

Color: _____

Model: _____

Central Inventory Number: _____

Room Where Located: _____

Teacher/Administrator normally responsible for this item:

Length of time item will be checked out:

Condition of item at check out:

CHECKED OUT TO: _____
Borrower's Signature Printed Name of Borrower

Printed Name of Administrator Administrator's Signature

- Person checking out item will be the responsible party for the school property.
- No other employee other than the Building Administrator or the Superintendent of Schools has the authority to check out school property.

DATE OF RETURN: _____

CONDITION _____ OF _____ ITEM: _____

INITIALS OF BORROWER: _____

INITIALS OF ADMINISTRATOR: _____

- Item must be returned in the presence of the Administrator who checked the item out.