



# CANTON PUBLIC SCHOOL DISTRICT

## Office of Business and Finance

Tony Foster  
Director  
Tracy Lewis  
Assistant Director

### Fixed Asset Check-Out Reporting Form

<i>Asset #</i>	<i>Asset Description</i>	<i>Asset Serial #</i>

*This is to verify that the equipment listed above is in my possession to be used solely for school district business. I assume all responsibility for it. I understand that if equipment is lost, broken, or stolen due to negligence while in my possession, I may be held financially responsible for replacement including repayment through payroll deduction if necessary.*

\_\_\_\_\_  
Printed Name of Responsible Employee

\_\_\_\_\_  
Signature of Responsible Employee

\_\_\_\_\_  
Signature of Authorizing Administrator/Fixed Asset Coordinator

Check-out Date: \_\_\_\_\_

Check-in Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee Returning Property

\_\_\_\_\_  
Date

**“Perseverance Conquers All”**

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