



EMPLOYEE ISSUED DISTRICT PROPERTY EXIT CHECKLIST

Employee Name:		Id#:
Campus:		Department:
Item	Issued: Yes or No	Date Returned:
Cell Phone		
MIFI		
IPAD		
Kindle		
Laptop		
2 Way Radio		
Keys		
Employee ID Badge		
Other		
Employee Signature:		
Campus Supervisor Signature		
Department Supervisor Signature		
Department Supervisor Signature		