

Property Distribution and Collection Form

2025-26
School Year

Campus				Department (if applicable)	
Employee's Name				Employee ID No.	
Position Name		Position No.		Supervisor's Name	

Access				
Description	Date Issued	Issued By	Employee's Signature	Date Returned
Employee Identification Card				
Door Access Card				
Keys				

Property Issued to Employee							
List all physical property issued to employee, including, all technology, electronic equipment, cell phone, two-way radio, uniforms, tools, etc.							
Date Issued	Description of Property	Make/Model	Property No.	Serial #	Issued By	Employee's Signature	Date Returned

District Related Systems Access				
List all online accounts issued to the employee for the purpose of doing school district business. Examples: Campus Security, TEAL/TEASE, Follett, Eduphoria, Renaissance, etc. Campus must submit a work order to the Facilities and Maintenance department to disable campus security access code(s) provided to the employee.				
Date Account Activated	Description	Login Name	Managing Department/Vendor	Date Account Inactivated

Procurement Card				
Date Account Activated	Last Four Digits of Account No.	Issued By	Employee's Signature	Date Account Inactivated

The employee's supervisor shall keep this form at the work site. The form should be revised as property, access, and/or procurement card is distributed and/or collected.