



Hazlehurst City School District

Excellence is the Expectation

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FIXED ASSETS

Asset Checkout and Responsibility Form

****This form is to be used when an asset is taken home with an employee****

(Complete and return to Central Office for ALL inventory disposals.)

INVENTORY #	DESCRIPTION OF ITEM	SERIAL #

By signing this form, the undersigned acknowledges full responsibility for all inventory listed. Each item listed should be initialed. In addition, the undersigned agrees to waive any right to litigate an inadequate training claim or other negligence claim or other negligence claim against Hazlehurst City School District for not clearly understanding this procedure.

Please initial each line item to indicate agreement:

1. ____ I agree to comply with the Hazlehurst City School District Internet Acceptable Use Policy.
2. ____ I acknowledge the value of this asset is \$FAIR MARKET VALUE.
3. ____ I acknowledge responsibility for asset's physical condition.
4. ____ I acknowledge responsibility for physical security of the asset.
5. ____ I acknowledge responsibility for security data stored on asset.
6. ____ I have read and understand the guidelines listed above referring to lost, stolen or damages assets that are assigned to me.

Note: Employee found to be negligent is responsible to pay the value of the asset.

Employee's Name Printed

Department/School

Room Number/Location

Employee Signature

Date

Signature Date
Campus Asset Manager

Signature Date
District Asset Manager