

Asset Form F

BENTON COUNTY SCHOOL DISTRICT
FIXED ASSET CHECK-OUT FORM

This is to verify the property listed below has been checked out of its assigned location and will be at the address listed below. The person checking out this property assumes all responsibility for said property until it is returned to the Benton County School District.

Description of property

Serial #

Asset Tag #

_____	_____	_____
_____	_____	_____
_____	_____	_____

Check-out Date: _____

Printed Name of Person Receiving Property

Signature

Street Address

City, State, Zip Code

Phone #

Signature of Authorizing Employee

Return Date: _____

Signature of Employee Returning Property