



East Tallahatchie School District

Employee Equipment Assignment Form

CUSTODY RECEIPT

2026-2027 | Raymond Russell, Superintendent
411 East Chestnut Street, Charleston, MS 38921 | 662-647-5524 | Fax 662-647-3720 | www.etsd.k12.ms.us

EMPLOYEE AND ASSIGNMENT

Employee name / ID

Job title / school / department

Work location / room

Assignment start date

Asset Tag	Serial No.	Item / Accessories	Condition	Return Due

EMPLOYEE ACCEPTANCE

I accept custody; will use property only for authorized purposes; follow ETSD security, software, confidentiality, and records rules; not transfer it without approval; report loss/theft/damage; and return all property when requested or when my assignment/employment ends.

Employee signature / date

Issuing employee signature / date

Principal / director approval / date

Property Manager record reference

RETURN / REASSIGNMENT

Return / reassignment date and condition

Received by / form reference