

East Tallahatchie School District

Raymond Russel, Superintendent
411 East Chestnut Street
Charleston, MS 38921
662-647-5524 phone • 662-647-3720 fax

Maintenance of Fixed Asset

Date: _____

School: _____ Teacher: _____ Room: _____

Asset No: _____ Description: _____

PLEASE CHECK REASON:

_____ This is to certify that the equipment has been sent back to the company repair.

Name of company: _____

_____ This is to certify that the equipment is being repaired by school personnel.

_____ Equipment cannot be repaired. (Send Equipment Salvage Form for School Board approval to dispose of item.)

Teacher/Employee Signature: _____

School Personnel: _____

RETURN OF ASSET

Date of Return: _____

Teacher/Employee Signature: _____

School Personnel: _____

DISPOSAL

Maintenance Pick Up _____

Signature and Date

PLEASE RETAIN A COPY OF THIS FORM ON FILE IN ADMINISTRATOR'S OFFICE AND IN THE TEACHER'S ROOM UNTIL THE ASSET IS RETURNED IN GOOD CONDITION TO ITS ASSIGNED LOCATION. ASSET CANNOT BE DISPOSED OF UNTIL AFTER IT HAS BEEN BOARD APPROVED.