

# NORTH PANOLA SCHOOL DISTRICT

"Leadership • Collaboration • Innovation"

Chad Spence, Superintendent



## **FIXED ASSETS MANAGEMENT SYSTEM:** ***SHORT-TERM CHECKOUT FORM (Less than one year)***

Name to Whom Asset is Assigned: \_\_\_\_\_ Assigned Location and Room: \_\_\_\_\_

Name of Person Checking Out: \_\_\_\_\_ Assigned Location and Room: \_\_\_\_\_

Date Checked Out: \_\_\_\_\_ Expected Date of Return: \_\_\_\_\_

Signature of Staff Checking Out Item: \_\_\_\_\_  
*By my signature, I understand that I am now responsible for the equipment listed below.*

Signature of Staff Releasing Item: \_\_\_\_\_

### **Item(s) Checked Out**

Item Description	Tag Number	Additional Information

Date Returned:	Returned By:
Notes upon return, if applicable:	

**NOTE:** This form should be filled out completely and copied, and both parties should retain a copy for their records.

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www.northpanolaschools.org