

TO: ______FIXED ASSETS CLERK____

Greenville

FROM: _____

(EMPLOYEE'S NAME)

School/Department Name:_____

ROOM #/ OFFICE # _____

Date: _

This is to verify that I have the equipment listed below and assume responsibility for loss or damage due to negligence on my part. I am using the assets listed below to conduct official school business.

GPSD Asset #	Manufacturer/Device Name	Service Tag / Serial Number	Item Description:	Cost or Value

By signing by the designated items on this printout, I am accepting personal and financial responsibility if lost, damaged or stolen due to my negligence. If computers, I agree not to install unauthorized copies of software, used either for personal or business purposes, and adhere to software copyright infringement laws.

I agree to report and document any change in status of the equipment I am accountable for. If stolen, I agree to immediately report such theft to my supervisor and have the appropriate parties obtain a properly executed police report.

PRINT Employee Responsible for Property Name	Signature Employee Responsible for Property Name	Date Signed
PRINT Principal/Director Name	SIGN Principal/Director Name	Date Signed

ONE COPY – FIXED ASSETS CLERK ONE COPY – SCHOOL/DEPARTMENT