East Tallahatchie School District

Inventoried Equipment Loan Log

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

TEMPORARY LOAN

Use for temporary loans. Permanent changes require a transfer form. Verify the borrower, asset, condition, due date, and return; obtain the borrower's signature for each transaction.

School / department

Issuing employee

Log period / issue location

Borrower / Signature	Item Description	Asset Tag / Serial	Condition Out	Date/Time Out	Due	Date/Time In	Condition In / Initials

Borrower accepts responsibility for reasonable care, secure use, prompt return, and immediate reporting of loss, theft, damage, or location change.
Acceptable-use and data-security rules apply.