

Ashland City Schools Technology Sign-Out Form

Name: _____ Building: _____ Room: _____

Employees may sign out technology equipment for purposes related to their jobs. According to Board policy, equipment is not to be signed out for personal use. Please complete this form before taking equipment out of the building.

List equipment to be signed out:

Ashland City Schools asset tag number	Description	Condition when issued
		<input type="checkbox"/> New <input type="checkbox"/> Light wear <input type="checkbox"/> Moderate wear <input type="checkbox"/> Damage: _____
		<input type="checkbox"/> New <input type="checkbox"/> Light wear <input type="checkbox"/> Moderate wear <input type="checkbox"/> Damage: _____
		<input type="checkbox"/> New <input type="checkbox"/> Light wear <input type="checkbox"/> Moderate wear <input type="checkbox"/> Damage: _____

I understand that by signing this form, I consent to be held liable for any and all damage done to the equipment while it is in my possession. I agree to return all equipment when I am no longer employed in this position with Ashland City Schools or upon request by a school official.

Employee signature _____ Date _____

Please send the completed form to Philip McNaull at central office.

References:

Ashland City School District Board Policy 7530

Ashland City School District Administrative Guideline 7530A