Fixed Asset Check-Out Form (Period of 5 days or less)

School	ol Wing / Building			Room	
Custody Tea	acher or Employee _				
Check-Out Date	Asset Description	Asset Number	Teacher or Employee Name (Person Checking-Out Asset) "Signature Required"	Return Date	Custody Teacher or Employee "Initial Required"

This form is to be used for the temporary check-out of a fixed asset. If the asset is to be checked-out for more than five (5) days, a Form FA-E (long form) is required. This form is to be kept in the classroom or location's asset form protective sleeve, filed behind the Form FA-G, Room Report. This form can be used until all lines are filled, then custody teacher or employee should retain for their files.

NOTE: The teacher or employee checking-out property assumes all responsibility for said property until it's returned to assigned location.

NOTE: The teacher or employee with protective custody must report all missing assets to building admin / principal immediately.