

Receival/Transfer of Assets Form Continued

TO BE COMPLETED BY AUTHORIZED STAFF AT RECEIVING LOCATION

I certify that the property listed hereon is the property of Hardeman County Schools, that it will be safeguarded and maintained, and be used for Hardeman County School activities only. The undersigned does hereby accept accountability for the above property. In accepting custody of the above-described property, it is agreed that Hardeman County Schools retains all legal title to same. It is further agreed that said property will be returned to the IT Coordinator or his/her designee on demand by the Directory of Schools. Any additions or improvements to said property shall become part thereof.

Typed Name _____

Signature _____ Date _____

For equipment issued directly to individuals, an additional signature is required:

Signature of Director of Schools/
Principal/Departmental Director _____ Date _____

TRANSFER ONLY - TO BE COMPLETED BY AUTHORIZED STAFF AT ORIGINATING LOCATION

I certify that the property listed hereon is the property of Hardeman County Schools. Unit(s) approved for transfer to the following school: _____ . Our inventory records will reflect the change.

Typed Name _____

Signature _____ Date _____

TO BE COMPLETED BY IT DEPARTMENT ONLY

Verified By: _____ Date _____

Tagged By: _____ Date _____

Entered into
Inventory
System by: _____ Date _____