East Jasper School District Post Office Drawer E

Phone: 601-787-3281 Heidelberg, Mississippi 39439 Fax: 601-787-3410

Property Repair Form

TO:	Property Manager			
ROM: _				
	(Employee's Name)			
DATE: _				
T	This is to verify that the equip	ment listed below is being rep	aired.	
<u> 1</u>	Type of Equipment	Serial Number	Fixed Asset Number	
_				
_				
-				
_				
-				
-				
 Equipmo	ent is being repaired by:			
-				
Vendor's NameAddress		Signature of In	Signature of Individual receiving equipment. Estimate date of return	
	Phone Nur	mhor	Date returned	
	FIIOHE NUMBEL		Date returned	

File this form with the property manager upon having equipment repaired. Retain a copy for your files until such equipment has been returned to you.