

**East Jasper School District
Equipment Checkout Form**

Employee's Name: _____

Date Checked Out: _____

Date Returned: _____ **Signed in by:** _____

This is to verify that I have the equipment listed below and I am using it to complete official department business. (Away from office)

Description of Equipment	Serial Number	Inventory #

EQUIPMENT LOCATED OFFSITE AND VERIFIED BY:

(Employee's Signature)

(Date)