

**West Carroll Special School District  
Record of Temporary Consignment of School Property**

Date of Consignment \_\_\_\_\_

School \_\_\_\_\_

Item \_\_\_\_\_

Serial Number \_\_\_\_\_

Identification Number \_\_\_\_\_

Condition of Equipment (Note any malfunction or deficiency)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I understand that I am responsible for this equipment during the time that it is in my possession. I further understand that I assume responsibility for any loss and or damage that may occur for any reason prior to its return to the school location from which it is taken.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\* Note: Complete with three signatures. Forward original to superintendent. Keep a copy for principal and employee.**

<p>Principal or principal designee completes the following when equipment is returned and sends form to technology coordinator.</p> <p>Return Date: _____ Principal's Signature: _____</p> <p>Date Form Received by Technology Coordinator: _____</p> <p>Technology Coordinator Signature: _____</p>
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