

ACKNOWLEDGEMENT OF RESPONSIBILITY FOR DISTRICT EQUIPMENT

Employee's name _____

Campus or department _____

Description of equipment assigned _____

Inventory number _____

I understand that I will be responsible for the care of the District equipment assigned to me and that I will bear the cost of repair or replacement if it is damaged, lost, or stolen while it is in my care.

Employee

Date

Equipment assignment approved by:

Principal/Supervisor

Date