

FIXED ASSET BORROW FORM

Any employee borrowing a Fixed Asset from the Lynchburg-Clay Local School District must complete the Fixed Asset Borrow form as required by the Fixed Asset Procedures adopted by the Lynchburg-Clay Local School District Board of Education. Fixed Asset cannot be borrowed to be used for personal profit.

Item _____

Tag Number _____ Serial _____

Location Taken From _____

Reason to Request to Borrow: ___ Personal Use ___ School Use

Date Requested to Borrow: _____ Date to Return: _____

Borrower's Signature _____ Date _____

Approved by _____ Date _____

Date Returned _____ Received by _____