



Technology Equipment Sign-Out Form
Technology Office
Red Clay Consolidated School District

The following equipment has been signed out to you. As a Red Clay employee you are responsible for the equipment while it is in your care. Damage or loss may be your responsibility. You are responsible for following all applicable Board policies and District guidelines governing the use of District property. If you have any questions about this form or related policies and procedures including administrative memoranda, please consult with your supervisor.

I understand that I must return this equipment upon request or when leaving employment with the District.

Employee Signature

Asset Tag or Serial Number	Equipment	Reason for use	Date Borrowed	Date Returned

Equipment listed above has been returned to: _____