

**Washington County School District**  
Equipment Verification Form

Employee Name: \_\_\_\_\_ School Year \_\_\_\_\_

School/Department \_\_\_\_\_ Room Number: \_\_\_\_\_

- I understand that the items on the attached fixed asset list are assets that are assigned to my room, or under my supervision, and I am responsible to help track the whereabouts of these items. (Please coordinate with others on any assets that are shared among groups so all assets can be accounted for.)
- It is my responsibility to work with the Inventory Secretary at the school to fill out any required forms for assets being transferred to other rooms within the school, or transferred to other schools, or deleted from the system when no longer in use.
- If any assets are stolen, I will coordinate with the Inventory Secretary at the school to contact the Police Department and report the item stolen. (Please forward the police report onto the Fixed Asset Technician at the District Office.)
- I will never discard any school assets without receiving permission from, and coordinating with the Inventory Secretary at the school.
- I will work to resolve any discrepancies on my asset list in a timely manner.

All items on my asset list have been accounted for to the best of my ability.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

Please return to Inventory Secretary