

Ashland City Schools Technology Sign-Out Form

Name: _____ Building: _____

Employees may sign out technology equipment for purposes related to their jobs. According to Board policy, equipment is not to be signed out for personal use. Please complete this form before taking equipment out of the building.

List equipment to be signed out:

Ashland City Schools asset tag number	Description

I understand that by signing this form, I consent to be held liable for any and all damage done to the equipment while it is in my possession.

Employee signature _____ Date _____

Please send the completed form to Philip McNaull at central office.

Reference: Ashland City School Board Policy 7530