

# West Point Consolidated School District Fixed Asset Verification of Usage Form

Prepared By:	Date:	Location:
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1. Description of Item:
Identifying Tag Number:

2. Description of Item:
Identifying Tag Number:

3. Description of Item:
Identifying Tag Number:

4. Description of Item:
Identifying Tag Number:

The above listed item(s) are assigned to the employee listed below for the \_\_\_\_\_ school year.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
District Employee

I, \_\_\_\_\_ certify the item(s) listed above are in the possession of the employee indicated.

Signed Building Administrator/Designee Date \_\_\_\_\_

(A designee should only be used when the equipment being verified is used by the Building Administrator.)

**Note: This form should be kept on file in the office of the building where the item is on inventory.**