

For School Office Use Only:

Date Entered into Remote Link:

Initials of Person Making Entry:



UNION COUNTY SCHOOL DISTRICT

Building The Future One Child At A Time

WORK ORDER/REMOVAL OF CAPITAL ASSET FROM CAMPUS

TO: Principal/School Office

FROM: _____/Teacher

SCHOOL: ____EU ____ING ____MYR ____WU ROOM NO. _____

PLEASE CHECK REASON:

_____ This is to certify that I have the equipment listed below off campus and am using it to complete official school business.

_____ This is to certify that I have sent the equipment to the office for a work order to be entered for UCSD Technology Department to repair this asset(s).

_____ This is to certify that the equipment listed below is being repaired by _____
(Company Name)

Description of Asset	Serial Number N/A for a work order	Asset Number	Problem with equipment (Be Specific)

Teacher's Signature

Date

Principal's Signature

Date

Please send a copy of this form to the principal's office and keep a copy in the teacher's room until the asset is returned in good condition to its assigned location.