

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

Prepared By: _____ Date: _____ Location: _____

1. Identifying Tag Number _____
Description of Item _____
2. Identifying Tag Number _____
Description of Item _____
3. Identifying Tag Number _____
Description of Item _____
4. Identifying Tag Number _____
Description of Item _____

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 _____ Date _____
Building Administrator/Designee

(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.