

GREENVILLE PUBLIC SCHOOL DISTRICT
ASSIGNMENT OF FIXED ASSETS
(HAND RECEIPT)

TO: Fixed Assets Clerk

FROM: _____
(EMPLOYEE'S NAME)

DATE: _____

This is to verify that I have the equipment listed below and assume responsibility for loss or damage due to negligence on my part. I am using the assets listed below to conduct official school business.

GPSD #	DESCRIPTION	S/N

Notary Public

Employee Signature

(Office use only) School/Site: _____ Rm. # _____
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