

Adams County/Ohio Valley School District

FIXED ASSET BORROW FORM

Any employee borrowing a Fixed Asset from the Adams County/Ohio Valley School District must complete the Fixed Asset Borrow Form as required by the Fixed Asset Procedures adopted by the Adams County/Ohio Valley School District Board of Education. Fixed assets cannot be borrowed to be used for personal profit.

Item:

Tag Number:

Serial Number:

Location Taken From –

Reason for Request to Borrow:

Date Requested to Borrow:

Date to Return:

Borrower's Signature

Date

Approved

Disapproved

Signature Principal/Department Head

Date

Signature Superintendent/Designee

Date

Date Returned:

Received by:

Signature Principal/Department Head

Date