



## FIXED ASSET BORROW FORM

ANY EMPLOYEE BORROWING A FIXED ASSET FROM THE WARREN COUNTY CAREER CENTER MUST BE COMPLETE THE FIXED ASSET BORROW FORM AS REQUIRED BY THE FIXED ASSET PROCEDURES ADOPTED BY THE WARREN COUNTY VOCATIONAL SCHOOL DISTRICT BOARD OF EDUCATION. FIXED ASSET CANNOT BE BORROWED TO BE USED FOR PERSONAL PROFIT.

ITEM \_\_\_\_\_

TAG NUMBER: \_\_\_\_\_ SERIAL #: \_\_\_\_\_

LOCATION TAKEN FROM: \_\_\_\_\_

REASON FOR REQUEST TO BORROW:

\_\_\_\_\_ PERSONAL USE

\_\_\_\_\_ SCHOOL USE

DATE REQUESTED TO BORROW: \_\_\_\_\_ DATE TO RETURN: \_\_\_\_\_

BORROWER'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE \_\_\_\_\_  
SUPERVISOR/ADMINISTRATOR

APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_  
SUPERINTENDENT

DATE RETURNED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

FORM TO BE KEPT IN SUPERVISOR/ADMINISTRATOR'S OFFICE