



FIXED ASSET BORROW FORM

Any employee borrowing a Fixed Asset from the Lynchburg-Clay Local School District must complete the Fixed Asset Borrow form as required by the Fixed Asset Procedures adopted by the Lynchburg-Clay Local 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 to Request Borrow:

School Use

Personal Use

Date Requested to Borrow

Date to Return

Borrower's Signature/Date

Approved By/Date

Date Returned

Received By