



NEW BEGINNINGS SCHOOLS FOUNDATION

Equipment Entrustee Form

The school administrator or administrator's designee should sign as the approval manager for all moveable equipment assignments.

The following moveable equipment is in possession of the signed recipient who is responsible for its safekeeping until returned to the designated school equipment custodian. Any loss, theft, damage or transfer of entrusted equipment must be immediately reported to school administration and the network property manager.

Location of equipment (if moveable(s) insert "movable): _____

Intended Use: _____ Property Tag: _____ Serial #: _____

Description: _____

Entrustee Printed Name: _____

Entrustee Signature: _____ Date: _____

Custodian/Supervisor Signature: _____ Date: _____

****Notebook computers come equipped with anti-theft tracking software that logs, login and worldwide location for recovery purposes; individuals entrusted with a notebook computer are responsible for connecting their notebook to the internet at least once every 30 days. Failure to do so will result in revocation of future privileges and requirement to return entrusted equipment.****

Returned Equipment

The above referenced movable equipment has been returned in good working condition to the school equipment custodian. Please indicate the location of storage for all returned equipment.

Returnee's Signature: _____ Date: _____

Custodian/Supervisor Signature: _____ Date: _____

Location of Equipment: _____

A copy of this completed form should be stored in the employee's record and another copy should be forwarded to the departments on site property custodian.

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