

The School District of Escambia County
 Internal Auditing Department
 215 W. Garden St.
 Pensacola, FL 32502

(850) 469-6272

**EQUIPMENT CHECKED OUT OF SCHOOL
 OR DEPARTMENT**

THIS FORM IS TO BE FILLED OUT BY SCHOOL OR DEPARTMENT

ITEM	S.N. OR DESCRIPTION	ASSET NO.	OUT			RETURNED	
			DATE	SIGNATURE *	PURPOSE**	SIGNATURE	DATE

* Signature of person held responsible for equipment until it is returned to the school or department.
 ** Indicate the reason for this item of equipment being removed from the school or department, such as repair, etc.