

**GREENVILLE PUBLIC SCHOOL DISTRICT**  
**ASSIGNMENT OF FIXED ASSETS**  
*(HAND RECEIPT)*

TO: Fixed Assets Clerk

FROM: \_\_\_\_\_  
 (EMPLOYEE'S NAME)

DATE: \_\_\_\_\_

This is to verify that I have the equipment listed below and assume responsibility for loss or damage due to negligence on my part. I am using the assets listed below to conduct official school business.

<b>GPSD #</b>	<b>DESCRIPTION</b>	<b>S/N</b>

\_\_\_\_\_  
 Notary Public

\_\_\_\_\_  
 Employee Signature

(Office use only)  School/Site: _____  Rm. # _____
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