

Ridgebury Township Office



13278 Berwick Turnpike
Gillett, PA 16925

Ridgebury Township – Township Asset Sign-Out /In Log Sheet

The following list of Ridgebury Township assets are being signed out for personal use by the Ridgebury Township resident identified below. Asset items listed on this log sheet must all be returned at the same time, and any asset item damaged while in the possession of resident signing them out that resident will be responsible to replace any and all damaged assets items, in-kind. (Closest possible replacement)

Asset(s) Signed Out To: _____ **On:** ____ / ____ / ____

Date Being Returned: ____ / ____ / ____ **Contact Phone #:** () -

Prepared by Signature: _____ **On:** ____ / ____ / ____

Quantity Signed Out	Asset /Item Description Being Signed Out	Inventory Item Number	Quantity Returned	Quantity Damaged	Return & Condition Verified By

I (signature) _____ agree to the terms and conditions list above for the assets I am signing out from Ridgebury Township on ____ / ____ / _____, and I understand my responsibility to replace any and all items damaged while in my possession (signed out to me).

Date Returned: ____ / ____ / ____ **By:** _____

Upon return, document any actions required by either the resident or township relating to the return or condition of assets returned, who has responsibility for these action items with completion dates for each action item.

Township Closure Signature: _____ **On:** ____ / ____ / ____

1 copy to resident when signing out and leaving with the assets listed above. 1 copy to resident after assets returned are verified for return and condition returned, all action items recorded on the back side of this form are completed to satisfaction and closure signatures are recorded indicating Township acceptance of returned assets.

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