



CANTON CITY SCHOOLS
PROPERTY RECEIPT FORM

NAME: _____

Department/Location you can be reached: _____

Date Issued: _____

Issuing Building/Department: _____

I acknowledge receipt of the following Canton City School property.

Description and Serial Number

(Please List all serial numbers and descriptions of items being borrowed)

I accept responsibility for the above listed property and shall return it when finished with it or upon the request of the lender. If lost, stolen or damaged, I will immediately notify the appropriate representative of the building or department where the property was borrowed/issued. I acknowledge that I may be held responsible for damage to or loss of this property as the result of abuse, neglect, theft or misuse.

Person to notify/return to: _____

Your Signature: _____

(this form must be signed by borrower)

Date Returned: _____