Biloxi Public Schools

Purchasing

160 St. Peters Ave, • P. O. Box 168, Biloxi, MS (228)374-1810 • Fax (228)436-5104

Traci L. Barnett, Purchasing Specialist

ASSIGNMENT OF FIXED ASSETS

TO: **Fixed Asset Manager**

FROM: _____

(Employee's Name)

_____

(Employee's Location and Room #)

This is to verify that I have the equipment listed below and I am using it to conduct official school district business. I understand that it is my responsibility to report any damages or losses incurred while this asset is in my possession. I agree to reimburse the Biloxi Public Schools for any loss due to my negligence.

Description of Equipment	**Serial Number**	**BPS Number**

_____ _____

(Employee's Signature) **(Date)**