

**WELLINGTON SCHOOLS  
INVENTORY  
PORTABLE EQUIPMENT**

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The following "portable" equipment has been assigned to:

\_\_\_\_\_  
Building

\_\_\_\_\_  
Room #

**PORTABLE INVENTORY ITEMS:**

Description	Make	Inventory #	Serial #

As custodian of the equipment in this room, I understand that I am responsible for the above "portable" equipment, which may be easily carried to other locations within the District for school use. I have read and understand the following statements:

1. I agree to include these items in my classroom inventory and to take care of them along with the other equipment in my room. ☐ Agree  
☐ Disagree
2. I will endeavor to return this equipment at the end of the school year in the same condition in which it was received, excepting normal wear and tear, to the office of the principal and receive a receipt for it. ☐ Agree  
☐ Disagree
3. Should I remove this item from the classroom / office to use elsewhere within the District, I understand that I am responsible for its safe keeping and care. ☐ Agree  
☐ Disagree

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\*\*\* If the employee decides not to sign or acknowledge these statements, this equipment may not be removed from the classroom / office.