Bryant School District

CHECK-OUT

Bryant Inventory Number _____

Item Description _____

Serial Number (If applicable) _____

Inventory Location _____

Reason for Check-out: _____

Location where item wil be while checked out: _____

Telephone number where item will be _____

Check-out Date _____

Teacher's Signature _____

Principal's Signature (Approval) _____

Date _____

CHECK-IN

Date Checked In _____

Teacher's Signature _____

Principal's Signature (Approval) _____

>Principal should keep this form on file for use by the auditor and a copy should be posted on inside of door.<