



BRYANT SCHOOL DISTRICT

Summer Secure Storage Checklist

All Technology devices that are not secured in classrooms need to be moved to a designated secure storage area. This would include things like laptops, document cameras, iPads, etc. Items that are mounted in rooms will not need to be relocated. This list would include projectors that are mounted to the ceiling and phones.

Please use the table below to record the Asset Number and Model of the items moved from classroom to secure storage:

Building Secure Storage Area is: _____

Item	Model	Inventory Number	Serial Number

Date Dropped off: _____ Signature of Employee: _____

Principal/Dept. Head Signature: _____

(Acknowledgement of item receipt)

Date Retrieved: _____ Signature of Employee: _____

(Acknowledgement of item retrieval)

Principal/Dept. Head Signature: _____