FCPS Employee Receipt for FCPS Property Issued Form			
	Board of Education of Frederick County	FCPS Form 200-46F	
	191 South East Street	Regulation 200-46	
Clear Form	Frederick, Maryland 21701	February 2023	

Employee issued property (Includes electronics, supplies, tools, equipment, vehicles, etc. or any items of value over \$50)

Employee Name: \_\_\_\_\_\_ Employee ID #: \_\_\_\_\_

Issued by: \_\_\_\_\_ Location: \_\_\_\_\_

Quantity	Description of Item (include Asset ID tag number if applicable)	Date issued

I understand that I am personally responsible for the items listed above and that I shall be held financially liable for loss or damage (due to misuse or abuse as determined by manager or supervisor).

I must return to my supervisor all FCPS items assigned to me before I transfer, retire or sever employment. Failure to do so, or returning a damaged item, will result in FCPS invoicing me for the loss or damage or withholding the value from my wages.

Employee Signature

Date

## Copy signed form and distribute to:

- 1. Person at job location in charge of equipment/asset inventory
- 2. Employee Supervisor
- 3. Employee