

Asset Inventory

No members of the Body are to remove assets from the building without prior consent. There is an Asset Release Form that will need to be completed with the appropriate signature obtained (Facilities Director-Larry Cox). The items will be loaned under the condition that they are not needed for an upcoming church event (at the discretion of the Facilities Director-Larry Cox). When items are removed it will be necessary that they are back in the building within 3 days and in the same condition they were in when they left the building. In the case of damage to the items, it will be the responsibility of the borrowing party to fix or replace to regain original condition.

ASSET INVENTORY REQUEST TO BORROW

Date: _____

Date to be returned: _____

Requestor: _____

(Please check one) Personal Use _____ Church Related Usage _____

Qty.

Item Requested

<u>Qty.</u>	<u>Item Requested</u>

Requestor Signature
