## HISD ASSET USAGE FORM

1.	TDL #				
	(NAME AND TEXAS DRIVERS LICENSE NUMBER OF EMPLOYEE MAKING REQUEST)  (EMPLOYEE'S ADDRESS OR PLACE WHERE ASSET WILL BE TEMPORARILY USED)				
2.	. Reason for Request:				
3.	Employee shall take all reasonable care to protect the equipment from loss or damage. In the event such equipment is lost, damaged, destroyed, or stolen while in employee's issuance, the employee shall be liable to the Houston Independent School District for:				
	<ul><li>A. The cost of having such equipment repaired.</li><li>B. Reimbursement to HISD for the asset at its replacement value or original cost to HISD.</li></ul>				
	ASSET DESCRIPTION		SERIAL NO.	TAG NO.	
	12821 2 280111 11011		~27th/12 1 (OV		
4	Date(s) to be used out of the building:				
••	Date(b) to be used out of the building.				
Employee Signature		School or Department		Date	
Da	te Returned & Signature:				
Date		Employee	Employee Signature		
ΑI	PPROVED:				
 Priı	ncipal or Administrator's Signature	Date			

**F** 

PLEASE COMPLETE AND RETURN TO PROPERTY MANGEMENT