



BTPS Property Declaration Sheet

PLEASE CHECK ONE:

This form is being completed for a school employee

This form is being completed for a principal or Central Services employee

Site Identification	
Employee Name	
Position	

BTPS Owned Property

Category	Item Identification	Serial / Item Number or Identification Tag	Sign Out Date	Signature	Return Date	Signature
School Keys						
	Doors					
	Filing Cabinets					
	Desk					
Purchasing Cards						
	VISA					
Computer Technology						
	Stand Alone					
	Laptop/tablet					
	Digital Camera					
	Flash Drive					
Communication Technology						
	Cell Phone					
	Hand held device					
Other BTPS Owned Property						

This is to certify that the above mentioned employee has returned all materials that are the property of BTPS to the site identified at the top of this form.

Employee

Date

Immediate Supervisor

Date