

Asset Agreement

This Asset Agreement is between the Oak Park School District ("OPSD" or the "District") and _____
(Employee Name)

The employee hereby agrees that they are receiving assets belonging to the District to assist them in the course of their job duties and that, upon the end of employment with the OPSD or at any time requested by their Supervisor or the Superintendent, further agrees to return the assets.

The employee explicitly agrees to and understands that failure to return these assets may result in the final paycheck due to the employee being held until such time as the assets are returned. Repair or replacement costs for damage due to negligence may be assessed and deducted from the final paycheck.

Assets Received

- Employee ID Badge

- Key #1 to _____
(location number)

- Key #2 to _____
(location number)

- Cellular Phone: _____
(Serial number)

- Laptop Computer: _____
(Serial number)

- iPad: _____
(Serial Number)

- Other: _____

I hereby acknowledge my receipt of the above-listed assets, and consent to abide by the terms of this Agreement.

Employee signature

Date