



Accelerated Interdisciplinary Academy

(Pre K-6)

"Challenging Minds and Building Character"



District
Kevin Hicks, Executive Director

Employee Inventory Check In/Out

Today's Date

Employee Name: _____
Department: _____
Lead Teacher: _____

Items & Cost: (items in possession or not returned by employee)

Total Amount Due	

I understand that if I lose these items or terminate without checking out, the amount will be deducted from my payroll check.

Employee Signature

Date

Check Out Signatures: (Administrators)

Lead Teacher Administrator

Director of Operations

Campus Administrator

Director of Educational Services

Executive Director

Principal