

Delegation of Site Member for Inventory Purposes

Winston County School System

Fixed Asset and Inventory Department

School: _____

Name: _____ Title: _____

is the contact person at this school for the _____ school year. The above named is aware that the responsibilities include but not limited to, receiving the inventory numbers and overseeing that each number is marked on the correct item and replying to emails which ask for locations of new items.

Signature of Designee: _____

Signature of Principal: _____

Date: _____