

**DOUGHERTY COUNTY SCHOOL SYSTEM
SUPPLY SERVICES
DELEGATION OF RESPONSIBILITY FORM**

LOCATION NAME:

The following person(s) will be responsible for the property inventory at the location named above.

Please name only one person in each school/department to be the property control clerk:

Name:

Title:

Will be the **primary person responsible** assigned for all tracking, documenting, and coordinating the inventory with Supply Services during the school year.

Assistant Responsibility Clerks

Will coordinate with the primary property control clerk to track the inventory:

Name:

Title:

Will assist tracking all inventory items during the school year.

Name:

Title:

Will assist tracking all inventory items during the school year.

Summer Responsibility Clerk

Name:

Title:

Signature of Principal/Department Head:

Date:

Please communicate to all personnel assigned at your location, the names of your primary and assistant property control clerks. Ensure all personnel contact these clerks when they move, loan, discard, or surplus assets to insure that proper documentation has been completed.

Return the **ORIGINAL** copy to Supply Services.

Retain a **COPY** for your records