



# 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)

<b>Total Amount Due</b>	

**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