FAS-4 FIXED ASSET CHECK OUT AUTHORISATION FORM Vendor & **HSE Location & cost** Make & Serial **Asset Tag** temporary location Description centre Model Number number

This is to verify that the property listed above has been checked out of its assigned location and will be at the address indicated above. Permission is given by an approving officer to remove HSE property from its current location. The employee assumes all responsibility for the said property until it is returned to the HSE.

Requested by:		
	HSE Employee	date
Approved by		
	Line Manager or Designated officer	date