



Staff Device Checkout Agreement

Item Description	Estimated Value (\$)
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Manufacturer	Asset Tag/Prop. #	Model/Serial #, if applicable
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This Agreement states that an item borrowed from Charlotte County Public Schools (the "District") will be used, maintained, and returned by the borrower named below, regardless if the individual moves to another location. By signing this form, the borrower accepts responsibility to use, maintain and return the specified item per the District Policies 5513 and 7530 and the CFEA contract 22.2.3 *Lost and/or Damaged Equipment*.

Links:

CCPS Policy Manual: <https://go.boarddocs.com/fla/ccpsfl/Board.nsf/Public#tab-policies>
Final & Ratified CFEA Contract 2022-25 <https://www.yourcharlotteschools.net/Page/17982>

I agree that this item is the property of CCPS and agree to release the District from all liabilities associated with the above item while it is in my possession.

I also agree to return the item listed above in the same condition it was upon check-out, and agree to pay for any loss or damage that may occur due to negligence, theft, fire, or any other reason while in my possession.

Borrower Information

Staff Name (Print)	Staff Signature	Date
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Position	Employee ID#	School/Site
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For Office Use

School/District Staff Issuer (Print)	Signature
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Condition* (1 - 5)	Issue Date	Return Date
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*Condition: 1 = New 2 = Good 3 = Average 4 = Damage 5 = Destroyed

**Return date should be no longer than one school year unless otherwise approved.

Additional Information: