

**Business and Noninstructional Operations**

**EQUIPMENT**

**EQUIPMENT LOAN FORM**

I assume the responsibility for the following district equipment:

Description    ID Number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

School-related purpose: (Note: items are not for personal use)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will return the above equipment to \_\_\_\_\_ (administrator or designee) no later than \_\_\_\_\_.

In borrowing the items listed above, I assume responsibility for any loss of or damage to the equipment or materials. If any items are damaged or lost, I will pay the cost of repairs or replacement.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_