

Equipment Checkout Form

EMPLOYEES SHALL COMPLETE A SEPARATE FORM FOR EACH ITEM OF DISTRICT PROPERTY THAT IS TO BE TAKEN OFF-SITE.

- *All property on loan* from the District shall be documented via this form, which shall be kept on file by the Principal or Director of the school/department that has ownership of the property.
- *Any items that are checked out* shall be reported to the Principal or Director to ensure it is included the physical inventory for the current school year.
- A copy of all assets on loan shall be summarized into one (1) file by the Principal, Director or designee and forwarded to the Purchasing Supervisor and copied to the Auditor by September 30 of each year and updated as items are returned or loaned.

Today's Date: _____ Date Checked Out: _____
 Date of Expected Return: _____

Property Description/Type: _____

Serial # & Tag #: _____
 Estimated Age of Equipment: _____ Estimated Cost (if known): _____
 Assigned School or Location of Equipment: _____
 Room/Room Number: _____ Supervisor's Name: _____

Is item greater than \$1,000 in values? Yes NO

UNDERSTANDINGS:

- I understand that if the equipment is lost, stolen, missing or damaged, I may be required to pay the amount for replacement or current insurance deductible, whichever is less.
- I further understand that if the equipment is lost, stolen, missing or damaged outside of work, I must file a claim with my insurance provider first. If that claim is denied, then I may file claim with the District insurance carrier.
- I understand that by checking out this equipment that I am fully responsible for its return.

Printed name/Signature of Employee Checking Out Item *Date*

Printed name/Signature of Employee Authorizing the Loan *Date*