

Central School District 13J

Code: **KGF/EDC-FORM**
 Adopted: 3/01/99
 Revised/Reviewed: 4/04/11; 10/03/11
 Orig. Code(s): EDC-FM

Equipment Use Form

Item Being Checked Out	Description, Including Serial #, Brand Name	Date Removed From Building	Scheduled Return Date	FOR OFFICE USE: Date Equipment Was Returned
1.				
2.				
3.				
4.				
5.				

I have the permission of my principal/supervisor (see signature below) to remove this equipment from district premises. I assume full responsibility for the safety and integrity of the above-listed equipment. I understand that it is to be returned as noted above.

 Signature of Principal/Supervisor

 Date

 Signature of Requestor

 Date