

Clatskanie School District 6J

Code: **EDC/KGF-AR(2)**
Revised/Reviewed: 5/08/12; 4/01/13
Orig. Code(s): EDC/KGF-AR(2)

Authorized Use of District Equipment and Material School District Property - Check Out Form BORROWER'S INFORMATION

Name: _____

Home Address: _____

City: _____

State: _____

Zip Code: _____

EQUIPMENT BEING CHECKED OUT

District Equipment Number: _____

Description: _____

Serial Number: _____

Model Number: _____

Date Checked Out: _____

Date Returned to School: _____

Initialed after returned: _____

GUIDELINES PER SCHOOL DISTRICT POLICY

Any district employee intending use of school property off school district premises will use the following guidelines:

1. Obtain authorization from the district superintendent.
2. Equipment will be used for professional use only, not for financial gain.
3. Be responsible for placing the equipment in the area to be used.
4. Be responsible for any charges incurred during the use of such school district equipment (such as unauthorized or personal telephone calls on cellular phones).
5. Be responsible for repairing and/or paying for damaged equipment or replacing lost, stolen or destroyed equipment.

I understand, agree to, and meet the requirements and conditions as listed above.

Signature: _____

Date: _____

Authorized by: _____

Date: _____

Superintendent: _____

Date: _____

DISTRIBUTION: Original - Business Office Copy - Building where Equipment borrowed from Copy - Equipment Borrower