

**Coos Bay School District 9**

Code: **KGF/EDC-AR**  
Adopted: 1/12/11

**Equipment Checkout Agreement**

Name \_\_\_\_\_ Place of issuance \_\_\_\_\_

Date of issuance \_\_\_\_\_

Anticipated date of return \_\_\_\_\_

Equipment description \_\_\_\_\_

Barcode tag # (5 digits beginning with a 1) if applicable \_\_\_\_\_

Serial number \_\_\_\_\_

Equipment will be borrowed for the following purpose: Must be an educational purpose:

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

**I certify that the equipment I am checking out will only be used for Coos Bay School District educational purposes and will not be used for personal reasons.**

I understand that under normal usage Coos Bay School District will be responsible for repair and maintenance costs of the equipment listed above. However, I understand that if the equipment should be damaged by negligence, I will be held responsible for the total cost of replacement or repair.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Superintendent

Actual date of equipment return \_\_\_\_\_ Received by \_\_\_\_\_