

Gresham-Barlow SD 10

Code: **KGF-AR**
Adopted: 7/11/94
Readopted: 5/02/02, 3/10/10
Orig. Code(s): KGF/EDC-AR

Authorized Use of District Equipment

1. Introduction:
 - a. It is the responsibility of every employee and student to whom a district asset may be entrusted to exercise prudent control over said asset.
 - b. Should the failure to exercise such control result in the loss of or damage to a district asset, the user may be considered personally liable for all or part of the repair or replacement cost of said assets.
2. Loan/checkout of district asset to district employee:
 - a. The loan/checkout of such asset is at the discretion of the district.
 - b. The type of asset and purpose for which the checkout is being made must be job related.
 - c. The district must derive benefit from the loan.
 - d. The loan/checkout cannot be for the employee's personal use or financial gain.
 - e. Loan/checkout requires approval of district administrator in charge of equipment.
 - f. Requires a signed *Equipment Checkout Form* acknowledging acceptance of responsibility for prudent control and use of asset.
 - g. Upon return of asset, the administrator who authorized the loan/checkout of the asset will check and sign off to ensure that such asset has been returned without damage.
3. Loan/checkout of district asset to enrolled student:
 - a. Loan/checkout of an asset to an enrolled student may be appropriate because of special instructional purposes or program requirements.
 - b. Requires approval of the district administrator in charge of the district asset.
 - c. Requires signed loan/checkout agreement by student and student's parents or guardian acknowledging acceptance of responsibility for prudent control and use of said asset, as well as financial responsibility for loss of or damage to the asset.
 - d. Requires payment of loan/checkout fee, if applicable.
4. Loan/checkout form:
 - a. Although the period of loan may vary from case to case, the *Equipment Checkout Form* must be renewed annually each fiscal year.
 - b. The agreement must be maintained on file by the district administrator in charge of the asset.

EQUIPMENT CHECKOUT FORM

Name of User:		School/Program:	
Address:		Date of Checkout:	
City/State/Zip:		Date to be Returned:	
Phone:		Actual Date Returned:	
Loan/Checkout Items	Make	Model	Serial Number

I affirm the accuracy of all information listed on the above Equipment Checkout Form and understand the Authorized Use of District Equipment - Administrative Rule associated with this equipment loan/checkout.

Employee Signature: _____ Date: _____

Admin Signature: _____ Date: _____

If Student

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Admin Signature: _____ Date: _____