

Silver Falls School District 4J

Code: **ED-EDB-AR**
Adopted: 10/10/89-E
Readopted: 9/8/97

Equipment Release – Procedures

A record shall be maintained for all equipment released to an individual or organization for maintenance or repair. The "Equipment Release" form is to be completed by the employee responsible for releasing the equipment. During the school year, the form is to be filed in the principal's office. During the summer months, a copy should be sent to the superintendent's office.

(continued)

EQUIPMENT RELEASE

Name of employee releasing equipment: _____

Individual/Organization
providing service: _____

Address: _____

Telephone number: _____

Name of representative: _____

Description and serial numbers of equipment:

Signature at time of pick up:

Service provider Date

Signature at time of return:

Employee receiving equipment Date