

**Business and Noninstructional Operations**

**EQUIPMENT**

**E 3512**

**EQUIPMENT LOAN FORM**

I assume the responsibility for the following district equipment:

Description

ID Number

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School-related purpose: (Note: items are not for personal use):

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I will return the above equipment to \_\_\_\_\_ (administrator or designee) no later than \_\_\_\_\_.

In borrowing the items listed above, I assume responsibility for any loss of or damage to the equipment or materials. If any items are damaged or lost, I will pay the cost of repairs or replacement.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Approved \_\_\_\_\_

Date \_\_\_\_\_