

SOUTH WESTERN SCHOOL DISTRICT

2011-2012 Equipment Loan Form

Please complete the following:

1. Name: _____ Building: _____

2. Equipment Information:

Name / Model: _____

Type: ___ LCD Projector ___ Camera ___ Laptop ___ Other: _____

SWSD Inventory Tag # : _____

I acknowledge that _____ is in temporary possession of the above equipment owned by the South Western School District and will be responsible for the equipment for the duration of its time outside of SWSD.

It is understood that the equipment in possession of the person signed below is the responsibility of the person and is to be replaced or repaired at the person's expense should the equipment be lost or damaged while outside of SWSD. Service and maintenance of the equipment remains the responsibility of the South Western School District.

Signed and Dated:

School Principal: _____ Date: _____

Borrower of Equipment: _____ Date: _____

If Borrower above is a SWSD student, please include the following signatures as well:

Supervising Teacher: _____ Date: _____

Parent: _____ Date: _____

Bring Completed form above to MMC/Tech Coach for signing out of the equipment.

Tech Coach / School Librarian: _____ Date: _____

Date Borrowed: _____ Date Returned: _____

Form Disposition

This form will be filed with the Librarian for the duration of the loan period. The form will be returned upon return and review of the district equipment. The staff member/student may make or request a copy of this form for their own records prior to turning in the form.