

Cheney School District District-Owned Equipment Checkout

The Cheney School District Board of Directors and administration realize that there may be times when staff members desire to take district-owned equipment home in order to complete school-related projects or planning.

In order to allow staff members the opportunity to utilize equipment on these occasions, the following guidelines shall be in force.

1. I agree that school district-owned equipment shall be checked out for use on school-related projects and shall not be taken for personal use.
2. I accept full financial responsibility for the immediate repairs of any damage caused by accident, improper handling or use during the period of time it is signed out to me.
3. I shall not be held responsible for repairs which result from "normal" wear and use.
4. I accept full financial responsibility for the immediate replacement of this equipment, whether lost or stolen, while in my care.

Note: Your homeowner policy may cover the terms of this agreement. Check your policy.

Item:

Name or Description _____

District Tag Number _____

Reason for Equipment Check-Out _____

Note any Defects or Surface Damage _____

Condition Verified Upon Check-Out _____

Date and Time Checked-Out _____

I have read and fully understand the terms of this agreement.

Name (Print)

Date

Signed

Supervisor Signature

Condition Verified Upon Return _____
Signature Date/Time

If applicable, note any damage which occurred during use _____
