

Bridgeport Public School District

District Equipment On Loan Form:

Date: _____
Today's Date

Name: _____ Is authorized to remove from _____
Person borrowing equipment District Building

The following equipment is being checked out for District specific use:

<u>District Barcode</u>	<u>Serial Number</u>	<u>Description & Condition</u>	<u>Funding Source</u>

The equipment will be used for: _____ Ex. Academics, Sysop, SPED, Guidance, etc

Which is relative to work being done at the assigned facility and the _____
District Position Title

at the _____
School / District Office

When not in District the equipment will be located at: _____
Home address of person equipment (Complete home address is required)

From _____ Until _____
Date that loan is being made be issued or equipment returned to loaner

At which time the above equipment will be returned to BBOE-ITS.

Property Notification:
The above named individual will be responsible for loss due to theft or other cause and any damage and will provide due care and security for the above described equipment until the equipment is returned to BBOE-ITS or your direct supervisor. In the event of a theft, a copy of a police report must accompany the notification to inventory control to remove an item from the asset listing. The recipient will bear responsibility for the return of equipment in the same condition as at the time of release. This equipment can be recalled at any time for audit purposes.

Approving Supervisor, Principal, or Department Head Signature: _____	Borrowing Staff Signature: (I have read and agree to the terms of the loan stated above) _____
Approving Supervisor, Principal, or Department Head Printed Name: _____	Borrowing Staff Signature: _____

BELOW FOR EQUIPMENT BEING RETURNED

EQUIPMENT RETURNED:

Date: _____ The above equipment has been returned to _____
Date equipment returned

_____ In the same condition as was accepted at the time of the loan.
School / District Office equipment is being returned to

Please note any exceptions:

Receiving Staff Signature: (accepting return of equipment) _____	Borrower Signature: _____
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Staff member accepting returned equipment

The original form must be returned to the BBOE-ITS department @ BMA (160 Iranistan Ave.) or direct supervisor. Issuing supervisor retains one copy for School/Department Record, One copy is given to Borrower.