



District Equipment Check-Out

Staff use of district equipment off-site

Everett School District Board Policy #6571 provides that district equipment may be removed from district property by staff only when such equipment is necessary to accomplish tasks arising from their job responsibilities. **The borrower of district-owned equipment shall be fully responsible for any damage or loss** occurring to the equipment during the time it is checked out (beyond what would reasonably be expected for school responsibilities and normal wear and tear) and shall be responsible for its safe, timely return.

For items such as laptops or PDAs, etc., that are used on a continuous basis, please complete this form once per year and keep it on file and readily available for review during an inventory or audit. For one-time check-out needs, ask another staff member to verify the return of equipment and keep the document on file for the current fiscal year.

If you wish to check-out district equipment, please provide the following information and return it to the building administrator or designee.

<i>Name:</i>	<i>School/Department:</i>
<i>Date Taken:</i>	<i>Room # Taken From:</i>
<i>Date to be Returned:</i>	<i>District Tag ID # or Serial #:</i>
<i>Description of Equipment:</i>	<i>Intended Use:</i>

By removing this district owned equipment from school property, I understand that I am responsible and liable for any damage or loss occurring to the equipment while it is checked out in my name. I further understand that I am responsible for returning the equipment at the date and time indicated above, or at the request of the district.

Signature of Borrower: _____ Date: _____

Signature of Budget Authority: _____ Date: _____

Date Returned: _____ Signature of Staff verifying return: _____