

SECTION 6.06 – DISTRICT EQUIPMENT CHECKOUT – OFF SITE USE

Contact: Purchasing @ Extension 4180

A. Overview

District [Board Policy 6571](#) provides that school equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. A written request specifying the intended use must be submitted to and approved by the building administrator or designee. The borrower of district owned equipment shall be fully liable for any damage or loss occurring to the equipment beyond what would be reasonably expected for job responsibilities and duties during the period of its use and shall be responsible for its safe return.

B. References

[Policy/Procedure 6571](#)

C. Guidelines

A [District Equipment Checkout](#) form shall be used for any of the following types of checkouts. With prior approval of purchasing, the school or department may utilize a less formal sign-out sheet as applicable for less theft sensitive items of a nominal value (i.e. books). **School sites shall maintain a central record (at the office or library) of all [District Equipment Checkout forms](#). Department or budget authority shall maintain a central record and forward a copy of each form to purchasing to centrally maintain a record.**

- **Equipment Subject to Checkout Policy** - [Board Policy 8571](#) does not differentiate between items that are deemed theft sensitive in [Section 6.03](#) and those that are not. As such, **all equipment that is removed from site shall** be subject to this section. (Exceptions would include cellular telephones, pagers and equipment contained in district vehicles for the maintenance of our school sites.) Contact purchasing for clarification of exceptions.
- **Full Year – One Employee** – The “one employee” process shall be used for items such as laptops, PDAs, digital cameras and other equipment assigned to a specific employee for their contract year. This equipment remains in the possession of the employee for the performance of their duties throughout the year. Employees with less than 260 day contracts should return the equipment to their school or department at the conclusion of their contract year. (Exceptions may be approved by building administrator or budget authority.) The [District Equipment Checkout form](#) shall be utilized for this type of checkout.

- **Weeknight/Weekend/Vacation Checkout – Employee** – This type of checkout is for common equipment/supplies to be used by staff during a weeknight, weekend or vacation. It is also applicable when a number of staff members commonly use the same piece of equipment. The prior approval of the school or department administrator is required for the removal of such equipment. The [District Equipment Checkout form](#) or sign-out sheet should be used to record such transactions.
- **Student Use** – Students may check out certain supplies or equipment such as textbooks or calculators on a school year basis or may at times request permission to check out equipment on a weeknight/weekend/vacation for school use. These types of transactions should be recorded on the sign-out sheet or [District Equipment Checkout form](#), as applicable. When lending equipment to students, the building administrator may require a parent or guardian's signature. The borrower is responsible for arranging pick up of the equipment at a convenient time and ensuring that it is returned and ready to be used by staff and students at the designated return time.
- **Student Use of Equipment with a Value Greater than \$500 –It is recommended that all efforts be made to achieve the instructional objectives with high value equipment on the school site or under the supervision of site staff (field trips).** When off-site use by students is necessary to achieve the instructional objective, contact purchasing to coordinate a modified checkout document.