



Technology Equipment Sign-out Form

This form assigns primary responsibility for Shelton School District equipment to the borrower. The borrower will be responsible for taking the necessary precautions to protect the equipment and to store it in a manner that provides adequate protection when it is not in use, thus not subjecting the equipment to possible theft or damage. *If it is determined that loss or damage is a result of negligence, the borrower will be held financially responsible for the repair or replacement of the equipment.*

| | | | |
|--|-----------------------|----------------|---------------------|
| Inventory # _____ | Date Signed Out _____ | Due Date _____ | Date Returned _____ |
| Borrower Name _____ | Phone Number _____ | | |
| Item Description _____ | | | |
| Primary Location of Equipment While Signed Out _____ | | | |

1. The borrower will be responsible for return of the equipment in like condition as received.
2. If loss or damage of the equipment/property occurs and determination is made that the loss or damage is a result of negligence, the borrower will be held financially responsible for the repair or replacement of the item(s). Reimbursement to Shelton School District by the borrower who checked the equipment out should be at the fair market value of the equipment/property at the time of loss.
3. Equipment cannot be loaned or transferred to a third party.
4. The borrower cannot modify the equipment in any way without written approval of the Tech Services Department.
5. The borrower will make the equipment available at any time as requested by Shelton School District.

I have read the above information and agree to the terms and conditions herein contained.

Employee Signature _____

Employee's Supervisor Signature _____

Date Signed _____

Please turn completed form into your building technology coordinator. At the end of the checkout period bring the borrowed equipment to your building technology coordinator so they can check it back in.