

EQUIPMENT LOAN FORM
Calaveras Unified School District

I have read and agree to abide by the adopted Administrative Regulation 3512 and the terms of this agreement. I understand that violation of the District policy may result in disciplinary action or loss of privileges.

I assume the responsibility for the following district equipment:

Description / Asset Tag #

School-related purpose: *(Note: items are not for personal use)*

I will return the above equipment to _____ (administrator / site) no later than _____.

In borrowing the items listed above, I assume responsibility for any loss of or damage to the equipment or materials. If any items are damaged or lost, I will pay the cost of repairs or replacement.

Signed: _____

Printed Name: _____

Date: _____

Approved by: _____

Printed Name: _____

Date: _____

Section below to be completed once item has been returned:

Item Returned on: _____

Received by: _____

Condition of returned item: _____