NORTH KITSAP SCHOOL DISTRICT

Loans of District-Owned Equipment Checkout Form

School District equipment can be checked out by staff when it is unobtainable elsewhere, and such equipment is necessary to accomplish tasks arising from job responsibilities. In such instances, the user shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

Equipment may be removed from School District property by staff only after a Loans of District-Owned Equipment Checkout Form has been completed and signed by the employee and administrator or supervisor, and the approved form is on file in the Business Office.

Employee Name _____ Building/Department _____
(Printed Name)

Date to be checked out _____ Date to be returned _____

Location where item(s) will be kept _____

Explanation as to why these items are necessary to accomplish tasks arising from job responsibilities:

_____

_____

_____

_____

List all items separately:

Items:	Serial Numbers:
_____	_____
_____	_____
_____	_____
_____	_____

I understand that I am fully liable for any damage or loss occurring to the equipment/item during the period of time that it is in my possession and futher agree that I will return the equipment/item in its original condition to the North Kitsap School District.

_____ _____

Employee Signature **DATE** **Supervisor/Administrator** **DATE**

Distribution: White - Business Office Secretary
Yellow- Administrator/Supervisor
Pink- Employee