

**BUSINESS AND NON-INSTRUCTIONAL
OPERATIONS
EQUIPMENT**

EX 3512

EQUIPMENT LOAN FORM

I assume the responsibility for the following district equipment:

Description and condition of equipment:

Equipment ID Number:

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

I will return the above equipment to _____ (administrator or
designee) no later than _____ (date).

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: _____

Date: _____

Approved: _____

Date: _____