



EQUIPMENT LOAN RECORD FOR EMPLOYEES

Instructions: Please print clearly and sign where required. Immediately report losses to your supervisor and the Risk Management Department.

SITE/DEPARTMENT	DATE OF LOAN	
NAME OF BORROWER	JOB TITLE	
ADDRESS (Place where equipment will normally be located)		
EQUIPMENT DESCRIPTION	APPROXIMATE VALUE	
PUSD ASSET TAG NO.	SERIAL NUMBER	
LENGTH OF INTENDED USE	APPROXIMATE RETURN DATE	
<p>ACCEPTANCE OF RESPONSIBILITY: Borrower agrees to return the equipment in the same condition as when it was loaned, and further agrees to reimburse the District for any loss or damage incurred while the Borrower has custody of the loaned equipment. Normal "wear and tear" is excluded. Equipment shall not be loaned by Borrower to any other person. Equipment is to be used only for district-related purposes. Changes to computer hardware or software is not permitted.</p>		
_____	_____	_____
<i>Signature of Borrower</i>	<i>Date</i>	<i>Insurance Carrier and Policy Number</i>
FOR DISTRICT USE ONLY		
<p>I HERBY AUTHORIZE THIS LOAN REQUEST (Personnel authorized to grant PUSD equipment loan request shall be the school district employee charged with the equipment in question, normally the department head or Principal).</p>		
_____	_____	_____
<i>Print Name of Authorizing Official</i>	<i>Signature of Authorizing Official</i>	<i>Date</i>
DATE EQUIPMENT RETURNED	CONDITION OF EQUIPMENT UPON RETURN	
EQUIPMENT RECEIVED BY:		
_____	_____	
<i>Print Name</i>	<i>Signature</i>	

Notes:

- 1) Employees who borrow District equipment such as a computer, tablet, or other device, are required to sign the PUSD AD-11 form.
- 2) When equipment such as a computer, tablet, or other District device is "assigned" to an employee, the employee is not borrowing it. Therefore, employees are not responsible for replacing lost or stolen "assigned" District equipment (purchased or donated).