



NAPA VALLEY UNIFIED SCHOOL DISTRICT

American Canyon High School Equipment Loan Agreement

Limited school equipment is available for students to use free of charge. Parents and students are responsible for the cost of all repairs or replacement if the item is broken, lost, or stolen. The amount due will be placed as a debt on the student's ASB account until paid.

ITEM: _____ **SERIAL #** _____ **ASSET TAG #:** _____

CLASS: _____ **TEACHER:** _____

Cost of item to replace if lost, stolen, or damaged beyond repair: \$ _____

Student Name: _____ **ID#:** _____

While school equipment is in the possession of students they must:

- Properly care for the item to prevent damage.
 - Do not drop or leave outdoors.
 - Use only in the manner in which it is intended.
 - Clean item according to the manufacturer's instructions.
- Safeguard the item against theft.
 - Do not leave unattended.
 - Put a name tag on the item, if feasible.
- Immediately report damaged, lost, or stolen items to teacher/advisor/coach.
- Return item at end of semester/year or season.
- Submit payment promptly for damaged, lost, or stolen items to the Activities Office.

I acknowledge I have read and understand the conditions for receiving school equipment.

Student Signature _____ Date _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature _____ Date _____

Item issued on: _____ Student: _____ Issued by: _____

Item returned on: _____ Student: _____ Returned to: _____

Operational/serviceable

Damaged (specify): _____ Repairable? Yes No

Lost (circumstances): _____

Date damage/lost item reported to Activities Office: _____ By: _____

Amount to be charged: \$ _____

ASB: ___ Tracks updated ___ Letter sent home ___ Amount paid date: _____ Initials: _____