

Canby School District

LAPTOP/EQUIPMENT CHECKOUT FORM

- 1. This form is required for staff who wish to take their equipment off the premises of their respective building assignments.
2. Any staff member that wishes to take their assigned laptop or other computer equipment off the premises will be responsible for its care and security. Those checking out equipment will be responsible for up to \$100.00 for the replacement or repair should the equipment require it due to loss, neglect, or abuse.

3. Please list the item(s) that will be checked out.

Table with 3 columns: Equipment, CSD Label #, Serial Number (if applicable). Includes three rows of blank lines for entry.

4. Date Borrowed: _____ Date to be Returned: _____

I understand that the following conditions will apply:

- a. I will return the equipment to the building no later than the date indicated above.
b. I will exercise reasonable care in transporting and using the equipment.
c. I will be liable for the cost of repair and/or replacement of equipment damaged or lost, up to a maximum of \$100.00.
d. I understand that if I leave the District's employment, that I shall return the equipment or I will be assessed the full replacement cost of that equipment.

Staff Member (Please Print) _____ Date _____

Signature _____ Home Phone _____

APPROVAL: _____
Principal, Supervisor, or Designee Signature Date

The item(s) have been returned and inspected for damages. Damages are noted as follows:

Item:
Damages:

Signature _____ Date _____

This form will remain on file in the building office while the equipment is checked out.