

Adelanto Elementary School District School Equipment/Computer Loan Form

*required

Employee Name: * _____ Site: * _____

Home Address: * _____ Phone: * _____

I assume the responsibility for the following district equipment for use at home on school business:

Equipment Description: _____

Serial # _____ AESD Tag # _____ Equipment value: \$ _____

School-related purpose: ☐ Covid. Work-from-home. ☐ School-site assigned.

☐ Other: _____

(Note: Equipment is not for personal use)

I have received a copy of the DOs and DON'Ts of Computer Use (Please initial): * _____

Return to: ☐ IT Dept. ☐ School Site ☐ Other: _____ on or before _____

I hereby acknowledge that I am accepting responsibility for district equipment including, but not limited to: theft, damage, or loss, and agree to pay the cost of repairs or replacement. By signing below I am verifying that I have Homeowner's/Renter's Insurance with the following company that will cover this equipment in case of loss, theft or damage. I certify that the equipment will be used only for district purposes. I certify that if my employment relationship with the district ceases to exist, I will return all equipment immediately. I understand that if equipment is not turned in within one (1) week I will be billed for the District's purchase price of said equipment.

I hereby acknowledge receipt of equipment described above. (Please initial): * _____

Employee Signature: * _____ Date: * _____

Administrator or Designee: _____ Date: _____

Information Systems Representative: _____ Date: _____

Return of Equipment

Date: _____ Administrator or Designee: _____

Date: _____ Information Systems Representative: _____