

# Cutler-Orosi Joint Unified School District

## Employee Equipment Checkout/Loan Agreement

Employee Name : \_\_\_\_\_ Site: \_\_\_\_\_ Date: \_\_\_\_\_  
(printed)

Time period of equipment checkout: From: \_\_\_\_\_ To: \_\_\_\_\_

Checkout	Returned	Item	Description	Manufacturer	Serial Number
		Laptop Computer			
		Laptop Power Supply			
		Laptop Carrying Case			
		Surge Protector			
		Mouse			
		LED Projector			
		LED Projector Case			
		Power Cord			
		I pad or other Tablet			
		Other:			
		Other:			
		Other:			

### Terms and Conditions

- I agree that by checking out the equipment/items listed above I am accepting responsibility for the care and safety of the equipment.
- I assume personal liability/responsibility for the replacement or repair of the listed equipment in the event that any of the items listed is lost, stolen or damaged and will report the loss immediately. (AR 3512)
- I also recognize that I may not be reissued the equipment if it is lost, stolen or damaged.
- I agree that I will only use pre-approved software in order to remain compliant with license and copyright requirements. I agree not to download any pirated or illegal software.
- I certify that I have received all of the above list equipment in good working order.

### Equipment Checkout

I accept the above terms and conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Principal/Administrator

### Equipment Return/Check-in

I certify that the above marked "returned" equipment has been returned in good working condition.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal/Administrator