

Equipment Loan Form for Teachers

The district recognizes that laptops and tablets are tools that teachers may want to bring home for work-related purposes. However, **no equipment shall be removed from school premises without completing this form.** All equipment in the teacher's off-premises custody needs to be listed below.

Please provide all information requested. For your convenience, equipment will be loaned for the duration of the school year. In the event of termination of employment, the teacher agrees to return all equipment immediately.

- The equipment is to be used for work-related activities.
- The teacher is responsible for safeguarding the equipment while it is in his or her possession.
- Repair or maintenance should be done under the direction of Little Silver Technology Department.
- If the equipment is stolen, please notify the Little Silver Schools Network Administrator immediately and file a police report.
- The equipment should be returned to the office of your home school, and the Network Administrator should acknowledge receipt.

Equipment Description	
Manufacturer	
Model	
Serial Number	
Loan Date Teacher Initials	September 1, 2016
Expected Return Date Teacher Initials	June 19, 2017
Actual Return Date Teacher Initials	

Teacher (print name): _____

Signature: _____

Date: _____ School: _____

Email address: _____

Authorized by: _____ Date: _____

Completed upon return of all loaned equipment by the Network Administrator.

I, _____, acknowledge receipt and inspection of the equipment listed above.

Signed: _____ Date: _____