



## PROPERTY LOAN/ASSIGNMENT AGREEMENT

### SITE PERSONNEL COMPLETE:

School/Department: \_\_\_\_\_

Staff Member's Name: \_\_\_\_\_

Equipment borrowed/assigned:

Laptop Model/Serial Number: \_\_\_\_\_

Digital camera Model/Serial Number: \_\_\_\_\_

LCD projector Model/Serial Number: \_\_\_\_\_

External drive Model/Serial Number: \_\_\_\_\_

Storage case \_\_\_\_\_

Mouse

Power cord \_\_\_\_\_

Keyboard

Other: \_\_\_\_\_

Purpose of loan or assignment: \_\_\_\_\_

Equipment return date: \_\_\_\_\_

Condition of Equipment (before loan): \_\_\_\_\_

Date/Time Out: \_\_\_\_\_ Approved By: \_\_\_\_\_

*Principal/Supervisor Signature*

### COMPLETE UPON RETURN OF EQUIPMENT:

Date/Time In: \_\_\_\_\_ Received By: \_\_\_\_\_

Condition of Equipment (upon return): \_\_\_\_\_

### FOR EQUIPMENT BORROWED:

I agree to return the above described equipment by the date indicated above and in the same condition as when I received it, except for expected evidence of reasonable use of the equipment. I further agree that if any damage or loss should occur to the equipment while on loan to me, I will reimburse the District for the cost of replacement. (If under warranty, cost will be new unit; if out of warranty, cost will be twice the value on [www.gadgetvalue.com](http://www.gadgetvalue.com) not to exceed 50% of new cost.) I understand that this equipment is not to be used by anyone or for any purpose other than as described above.

Homeowner's/Renter's Insurance Co.: \_\_\_\_\_

Borrower's Signature: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date: \_\_\_\_\_