

School Year

Introduction:

At times it becomes necessary for an employee to seek permission to use District-owned equipment at the employee's home or off-campus area. The equipment may be taken from school property when this form is completed and approved by your administrator. **The employee listed below is responsible for the replacement of the item(s) listed in the event of theft, fire, or any other damages as the District insurance will not cover the equipment off District property.** This form is valid from September 1 to August 31, of current school year. (At that time the equipment will be checked in by the administrator or their representative and a new form will be submitted for the next year.) Please **complete all areas** of this form **prior** to removing any equipment from District property. Return form **to your work site office.**

Employee's Name Date

Address Phone

Address where the equipment will be used by the employee Same as above

ASD Equipment Item Tag #

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This equipment was checked out from (Building and Room#)
and will be returned to the same location.

ALL equipment must be returned no later than August 31 of current school year.

Equipment check out date Equipment returned date

I own rent a house or apartment and I have do not have either homeowner's or renter's insurance which will cover any potential loss of the above listed District property if it necessary to do so.

I have read this form and understand my obligation as an employee and will take responsibility for all District equipment which I am requesting to be taken off-campus.

Employee Signature ****Original signature required! Please print and sign.****
(This notation will not print.) Date

Administrator Signature ****Original signature required! Please print and sign.****
(This notation will not print.) Date

Request is approved Request is denied