



District Equipment Checkout Agreement

Statement of Responsibility for Equipment

In consideration for your personal use of the Equipment off school property or outside of school-sponsored events, you assume full financial responsibility to pay for any repairs and/or replace the Equipment if it is damaged, stolen, misplaced, or for any other reason not returned. The amount of financial responsibility for the Equipment is: _____ (the "Replacement Value"). You are also advised to consider obtaining appropriate insurance in the amount of the Replacement Value. You are advised not to leave the Equipment unattended.

Employee Name _____ ID# _____
 Campus Name _____

This document acknowledges my possession of the following Equipment and assumption of financial responsibility for the Equipment usage off school property or outside of a school-sponsored event. I also acknowledge that MISD has not required that I enter into this agreement as a condition of my employment with MISD. The term "Equipment" as used in this Agreement shall mean the electronic textbooks or technology equipment described below:

Description

Make	Model#	Service Tag and/or Serial #
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MISD Inventory # _____

Employee Signature _____ Date _____

Technology Administrative Signature _____ Date _____

- () Employee copy provided
- () Copy sent to Dr. Doug Brubaker, Assistant Superintendent of Technology & Information Services

Equipment Return Receipt

Employee Signature _____ Date _____

Technology Administrative Signature _____ Date _____

Equipment returned in satisfactory condition () Yes () No