

Category: 5000 BUSINESS	Policy Number: 5230
--	--------------------------------------

Policy Title: AUTHORIZED USE OF EQUIPMENT	Effective Date: May 18, 2004
--	---

Any authorized use of school-owned materials or equipment must have administrative approval.

Reference: Policy 4040, "Facility Usage"
Policy 5350, "Inventories"
Form 5230f, "Technology Checkout Form"

Category: 5000 BUSINESS	Policy Number: 5230f
Policy Title: AUTHORIZED USE OF EQUIPMENT	Effective Date: May 18, 2004

**TECHNOLOGY EQUIPMENT
CHECKOUT FORM**
Snake River School District #52

This form is to be used any time computer equipment leaves the school to go with an employee under that employee's responsibility. In order to qualify for the removal of the equipment, the employee must accept responsibility for any damage and/or theft (FOR COMPLETE REPLACEMENT) while in their possession. This form must be completed before the equipment can leave the school. A copy will be kept in the school and the borrower will be given a copy for their records. If the person's homeowner insurance will cover a loss of this nature, please fill in the appropriate information where possible.

Employee Name: _____ **School:** _____
Home Address: _____ **Home Phone:** _____
_____ **Date Out:** _____ **Date In:** _____

Home Insurance Company _____ **Policy #** _____
Insurance Agent's Address _____ **Phone:** _____

Please fill in the Serial Number and itemize all non-serialized equipment you are checking out.

	Manufacturer, Model & Description	Serial #'s	Qty.
Computer & Monitor (if separate)	_____	_____	_____
Laptop	_____	_____	_____
Projector	_____	_____	_____
Peripheral devices, i.e. printer, modem, scanner, multimedia speakers, etc.	_____	_____	_____
Non-serialized equipment, i.e. cables, etc.	_____	_____	_____

My signature certifies that I assume all responsibility of the actual cost to replace any loss or damage to the district equipment noted above, regardless of insurance payments.

_____ *Employee Signature* _____ *Principal Signature* _____

Make one copy for employee and one copy for School