

# Lakeview School District

## TECHNOLOGY LOAN AGREEMENT

I, \_\_\_\_\_ request permission to use equipment, identified below, belonging to Lakeview School District for the following reason:

\_\_\_\_\_

\_\_\_\_\_

PSD Tag Number	Description	Serial No.	Model No.	Replacement Cost

**In Accordance to Lakeview School District Policy No. 708, Lending of Equipment and Books**

- The equipment is to only be used by Lakeview School District students or employees for work/school-related activities.
- Repair or maintenance should be done under the direction of the Lakeview Technology Department.
- The employee or student shall be fully liable for any damage or loss occurring to the equipment during the period of its use and shall be responsible for its safe return.
- If the equipment is stolen, immediately notify the Lakeview Technology Department.
- The equipment should be returned to your building technology advisor or the Lakeview Technology Department once the purpose for its loan has been completed.

Employee/Student or Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Bldg. Tech Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor of Instr. Tech Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Equipment Originating Location : \_\_\_\_\_

Equipment Loan Date:	Loaner Initial:	Employee / Student / Parent Initial:
Please note any equipment defects before loan:	Notes:	
Equipment Return Date:	Loaner Initial:	Employee / Student / Parent Initial:
Please note any equipment defects when returned:	Notes:	