

Equipment Sign-Out Form

Lancaster City Schools For Staff

District owned equipment such as laptops, cameras, etc. should be returned to the school building/department before staff members leaves for break (winter, spring, summer, etc.) If a staff member needs to check out district owned equipment during any of the breaks he or she needs to fill out the form below and send the form to:

Kevin Snyder
Director of Education Information and Technology Services
345 E. Mulberry St.
Lancaster, OH 43103

This form assigns primary responsibility for Lancaster City Schools equipment to the borrower. The borrower will be responsible for taking the necessary precautions to protect the equipment and to store it in a manner that provides adequate protection when it is not in use, thus not subjecting the equipment to possible theft or damage.

Item Description	_____		
Board Tag #	Serial Number	_____	
Borrower Name	_____	Bldg./Dept.	_____
Reason for Equipment Use During Non-School Days _____			
Primary Location of Equipment While Signed Out _____			
Date Signed Out	_____	Date Returned	_____

1. The borrower will be responsible for return of the equipment in like condition as received and will assume responsibility for all damages or loss that is caused by neglect or abuse.
2. The borrower is required to provide insurance coverage for Lancaster City Schools equipment while this equipment is in his or her possession. Coverage must include fire, lightning, theft, and extended coverage. Have LCS listed as the "loss payee".
3. Equipment cannot be loaned or transferred to a third party.
4. The borrower cannot modify the equipment in any way without written approval of the EITS Department.
5. The equipment will be used exclusively for Lancaster City Schools business.
6. The borrower will make the equipment available at any time as requested by Lancaster City Schools.

I have read the above information and agree to the terms and conditions herein contained.	
Borrower Signature _____	Principal/Supervisor _____
Date Signed _____	