

South Spencer County School Corporation Receipt and Agreement for Use of District Equipment

I understand that the South Spencer County School Corporation is loaning the following Corporation-owned equipment to me at no charge for **job-related purposes only**:

Name: _____

Building: _____ Room Number: _____

Item	Model	Serial No.	Inventory No.

All software on the computer must remain there. Unlicensed software shall not be added to the machine. It should be noted that some software and printers will not be operational when the computer is moved from the school network to an individual's home.

I understand that I am expected to take all reasonable care to protect the equipment from loss or damage. When the equipment is taken off school property, I understand it is my responsibility to keep the equipment secure at home. I agree to be responsible for insurance on the equipment and agree to return and reconnect it before school starts.

I agree to return the equipment to the Corporation in the same condition as it was received. I understand that I will not be charged for any repairs that result from normal and ordinary use of the equipment. In the event the equipment is **lost, damaged, destroyed or stolen**, while I have the equipment off Corporation premises, I understand I will be expected to file a claim against my homeowner or renter's insurance. If such loss, damage, destruction or theft is found to be through my negligence, I understand that I shall be liable to the South Spencer County School Corporation for:

- A. The cost of having the equipment repaired *or*
- B. The cost of replacing the equipment.

Name of Employee's Homeowner's or Renter's Insurance Company

Employee Signature

Date of Equipment Loan

Principal or Administrator's Signature

Date of Approval

Equipment Return – Employee Signature

Date of Equipment Return