

ESCONDIDO UNION SCHOOL DISTRICT
APPLICATION FOR EUSD EQUIPMENT CHECK-OUT/CHECK-IN

NAME: _____ SCHOOL/DEPARTMENT: _____

JOB TITLE: _____ PHONE NUMBER: _____

I hereby request permission to check out the following equipment that is essential for the successful completion of district educational/job task activities:

Item/Model: _____ Serial #: _____ EUSD Property #: _____

Describe purpose for which equipment is to be used: _____

I request to use the equipment from: _____ to _____

I hereby understand that while this equipment is in my care, custody, and control, I will be responsible for the following:

1. I will adhere to all rules and regulations pertaining to licensing and copyright laws as outlined in Board Policy 6162.6 and 6162.61 and any accompanying Administrative Regulations. I also agree to adhere to the EUSD Acceptable Use Policy.
2. I will immediately report any damage, loss, or theft to my supervisor, my personal insurance carrier, and in the event of theft, to the local police department. I agree to provide any supporting documentation as required as a result of said loss and further understand that I will be requested to seek reimbursement from my insurance carrier. I also agree that I will be responsible for repair to equipment damaged while in my care as a result of any negligence on my part.
3. I agree to hold the district harmless in the event of any damage to my person or property as a result of using district equipment.
4. I understand that this equipment is to be used solely for the purpose of district business and all software and data contained therein is confidential and is not to be used for personal gain or for any purpose other than district business.

Employee Signature: _____ Date: _____

Authorizing Signature: _____ Approved Denied

Check-in: I certify that this equipment has been returned in good condition.

In the event that damage, loss, or theft has occurred, please contact supervisor for procedures to be followed.

Check-in Authorizing Signature: _____ Date: _____