

AP 409-1 – Equipment Loan Request

- a) To borrow school equipment, please fill out the following form.
 - b) A new form is required for each loan and equipment.
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I will be using:

- | | | |
|----|---------------------|-----------------|
| 1. | _____ | _____ |
| | (type of equipment) | (serial number) |
| 2. | _____ | _____ |
| | (type of equipment) | (serial number) |
| 3. | _____ | _____ |
| | (type of equipment) | (serial number) |
| 4. | _____ | _____ |
| | (type of equipment) | (serial number) |

At my home for the period of _____ to _____

- I will make arrangements to have the equipment returned before it is needed on the morning of returning date.
- I will ensure that I have additional home owner's insurance to cover any loss.
- I will also be financially responsible for the cost of replacement and/or repairs.
- Financial reparation will be made within 5 working days of the return date specified above.

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____