FREMONT UNION HIGH SCHOOL DISTRICT
EQUIPMENT LOAN AGREEMENT

1. Loans of equipment owned by Fremont Union High School District will be made only to employees who need to remove the equipment from the District property to be used for School or District approved purposes.
2. This agreement is to be completed and signed by the appropriate administrator at the school, a District Administrator and by the staff member requesting the loan of equipment owned by Fremont Union High School District.
3. If the equipment is assigned to a department, the department head must sign the agreement.
4. Employees who request a loan of equipment agree to provide reasonable care and protection for the equipment checked out, including replacement if stolen or lost due to negligence, and including repair if damaged due to negligence. If such costs are not provided to the District within a reasonable time, the responsible employee hereby authorizes that the amount due shall be withheld from the employee's payroll check(s), on a repayment schedule which will be determined by the District.

Employee Name:		**Site:**		**Date:**	

Tag #	Description	Manufacturer	Model	Serial #	Loan Date	Return Date

Employee Signature _____ Date _____ Principal/Designee Signature _____ Date _____

District Manager Signature _____ Date _____ Dept. Chair Signature (if needed) _____ Date _____

Upon return of the loaned equipment listed above, I have inspected the equipment and believe it to be free of any additional damage.

Principal/Designee Signature _____ Date _____