

Litchfield Elementary School District #79

Summer Equipment Checkout / Loan Agreement

Checkout QTY	Returned QTY	Item	Tech Asset Tag # (Yellow/ Orange)	District Asset Tag # (White)
		Laptop Computer		
		Laptop Power Supply		
		Laptop Video Adapter		

Terms and Conditions

- I agree that by checking out the equipment/items listed above I am accepting full financial responsibility for the care and safety of the equipment.
- I assume the personal liability/responsibility for the replacement or repair of the listed equipment in the event that any of the items listed are lost, stolen or damaged, and I will report the loss immediately.
- I also recognize that I will not be reissued new equipment if it is lost, stolen or damaged, until replacement payment has been collected.
- I agree that I will only use the pre-approved software in order to remain compliant with license and copyright requirements.

I agree not to download any pirated or illegal software.

Location/School: _____

Equipment Checkout

I accept the above terms and conditions.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Principal/Office Manager Signature: _____ Date: _____

Equipment Return/Check In

I certify that the above marked "returned" equipment has been returned in a good working condition.

Employee Signature: _____ Date: _____

Principal/Office Manager Signature: _____ Date: _____