



TRACY UNIFIED SCHOOL DISTRICT
 Business Services
 1875 West Lowell Ave., Tracy, CA 95376
 Phone: 209-830-3230
csousa@tusd.net or 209-830-3269 (fax)

Removal and Use of District Equipment
 (Please type or print)

NOTE: This form must be completed and submitted prior to equipment removal from the site. No use or removal of District equipment is to occur until this form is approved by the Business Services department and your supervisor. Please read Board Policy/Administrative Regulations, Business Services 3400 and Personnel 4040.

Person requesting use and removal of District equipment: (This information/form must be completed in its entirety or removal and use of District equipment will be denied).

Name: _____ Site: _____ Position: _____

Date equipment is to be removed: _____. Date equipment is to be returned: _____
 (Be specific as possible with date(s). If additional information is necessary, use separate sheet or note on reverse side of form.)

Where equipment is to be used: _____

Proposed use of equipment (be specific): _____

(Note: BP and AR 3400 and 4040 does not allow personal use of District equipment)

List of equipment to be checked out: (i.e.: computers, projectors, screens, recorders, etc.)
 (*This information must be complete or removal of equipment will be denied*)

<u>Equipment:</u>	<u>TUSD Property/Asset Tag Number</u> (if Tag Number is not available, then enter Serial Number):
_____	_____
_____	_____

(Please read carefully): I have read and understand the following: I certify that I will be responsible for any loss or damage sustained to the District equipment because of my use or removal. I agree to abide by the regulations and policies approved and adopted by the Tracy Unified School District Board of Trustees which govern the use of all District equipment and property. Furthermore, I understand that the District's insurance does not cover the District equipment when it is removed from the District site and, therefore, will notify my homeowner's/renters insurance company of my (temporary) use and addition of the District's equipment.

Signed: _____ Date: _____
 (Borrower)

Principal's Signature: _____ Date: _____

Approved/Denied: Administrator: _____ Date: _____
 (Associate Superintendent for Business Services or Designee)