



# Tate County School District

## Equipment Check-out Agreement

Tate County School District is pleased to provide our students and staff with the best materials and supplies possible. By signing this agreement, staff may use equipment off campus or at home for school / work purposes ONLY.

**ALL EQUIPMENT MUST BE AT SCHOOL DURING SCHOOL HOURS.**

If you take the equipment out of the classroom, you are accepting personal responsibility for the equipment. If the equipment is stolen, lost or damaged while in your care, you will be required to repair or replace it. Equipment is to be used for school / work only by Tate County School District employees and NOT for personal use. Personal use of this equipment for purposes other than work or school may result in termination. Equipment must be returned within 12 hours by request of school administrator or an auditor.

I \_\_\_\_\_ will accept full responsibility and understand that I may be held personally liability for the equipment listed below during the time it is assigned to me. I understand that I am responsible for returning the equipment to Tate County School District, when requested, in essentially the same condition as when it was put in my possession. If I fail to return the equipment in satisfactory condition, as deemed by Tate County Schools, I will be liable for any repair and/or replacement costs. I understand also that I will only use this equipment for school / work purposes and NOT personal use. I understand that I may be subject to termination if I use this equipment for personal reasons not related to school/work. I understand also that I may be subject to termination if I use this equipment for personal use.

**Checked-Out Equipment Listed Below:**

Item / Model	Serial#	Asset#	Cost
			\$ _____
			\$ _____

**Employee Information**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City / State / Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
TCSD Representative Signature

\_\_\_\_\_  
Date