

Manhasset Public Schools

Statement of Agreement for Short Term Loan of Computer or Related Technology Equipment

I, _____, request permission to remove from the Manhasset Public Schools the technology equipment indicated below for the period of time specified (not more than 14 days inclusive of weekends) for purposes directly relating to school work.

In order for the Technology Department to better meet your needs, we ask that you complete and sign this form.

I agree to safeguard the equipment at all times while in my possession. Under no circumstances shall I permit anyone else, adult or child to borrow or use the equipment. I further agree to inform the Technology Office immediately if the equipment is lost, damaged or stolen. At that time I shall also make all necessary arrangements with school officials and local civil authorities to trace and secure the equipment and/or to expedite its immediate repair if damaged or inoperative. I agree to pay all costs for repair of or service to damaged or non-functioning equipment under my custody that is not attributable to "fair wear and tear." All computer and/or related equipment must be returned in good working condition to its proper school location.

If you have any questions, please call the Tech Office 267-7533.

Description	Make	Model	Manhasset Barcode	Anticipated Return	Date Returned
Laptop/Chromebook					
Projector					
Camera					
Other					

I have been issued the above items for my professional use by the Manhasset School District.

Name (please print)

Position

Signature

Date

Signature of Director of Instructional Technology & Libraries