

Request for Use of School Equipment.

This form must be filled out by employees who request to use District equipment. A copy of this form must be sent to the Property-Liability-Claims & Litigation Management and a copy to be kept at the site.

LACEY TOWNSHIP SCHOOL DISTRICT
REQUEST FOR USE OF SCHOOL DISTRICT EQUIPMENT

To: Lacey Township School District- Food Service Department

From: Name _____

Position _____

Location _____

Date(s) of Use _____

The reason for this request:

Description of Equipment	District/ Inventory Number	Serial Number

I request use of the District equipment listed above for the period from _____ through _____.

My signature on this form will acknowledge acceptance of full financial responsibility for the replacement cost of the equipment while the equipment is in my possession. Additionally, I understand that it is my responsibility to see that this equipment is returned by the agreed-upon date.

Signature of Employee Taking Responsibility for this Equipment

Date

Signature of Food Service Director

Date

