

AGREEMENT BY EMPLOYEES

Employees may check out equipment, such as laptops and other technological equipment, for use away from my primary work place. A signed copy of this form shall be on file with the person in charge of requested equipment (administrator/librarian) prior to removal of the equipment from District premises. Equipment released to employees must be properly safeguarded and handled with reasonable care.

EQUIPMENT MANAGEMENT
AUTHORIZED USE OF DISTRICT EQUIPMENT

Section 1 must be completed by the person to whom is requesting the equipment. Section 2 and 3 must be completed by the designated school official.

SECTION 1 (please print)

Name _____ Telephone _____

Address _____

City _____ State _____ Zip Code _____

Purpose for use of equipment _____

<u>Description</u>	<u>PISD Number</u>	<u>Serial Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

CERTIFICATION

By signing this agreement I agree to hold harmless the District against any loss or damage to my personal electronic equipment, data/information, etc. as a result of the District's equipment interfacing with my personal equipment.

I also agree that I am accountable for the property listed above, and that I must exercise reasonable care in its safekeeping. If the equipment is returned damaged or not in working order, I may be held liable for the replacement cost of the above mentioned equipment.

The employee may wish to consider obtaining appropriate insurance prior to entering into this agreement.

This agreement shall be governed by provisions found in Education Code § 31.104(e). [See DG(LEGAL)]

Signature _____ Date(s) of Use _____ Campus _____

EQUIPMENT AND SUPPLIES MANAGEMENT
AUTHORIZED USES OF EQUIPMENT AND SUPPLIES

CMB
(EXHIBIT)

SECTION 2

This section must be completed by the designated school official.

Approved by _____ Date _____

Estimated cost of the equipment is _____

Date returned _____ Condition of Equipment _____

The above property has been returned, and the employee is hereby relieved of his or her accountability for said property.

Signature _____

SECTION 3

Date returned _____ Condition of Equipment _____

The above property has been returned, and the employee is hereby relieved of his or her accountability for said property.

Signature of employee _____

Signature of school official _____