Clint Independent School District
District Equipment Checkout & Agreement Form

Instructions:

In compliance with Board Policy DG Legal, The District shall consider any items issued to an employee, that are removed from school district premises by the employee, as being used for personal business unless that employee has permission from his or her immediate supervisor to remove said items as a function of their job. If a District issued cellular phone, is lost or broken the determination of whether it was being used for personal business will be made at that time.

Agreement:

I, the undersigned employee, hereby acknowledge and accept responsibility for the item/s listed below. I agree to comply with all relevant state and federal laws, as well as District policies and regulations governing the use of electronic equipment, including but not limited to Board Policy CQ, while utilizing the items listed. Should any of these item/s be lost, damaged, stolen, or compromised by a data or security breach, I agree to notify my direct supervisor within three calendar days. I understand that the District retains the right to pursue monetary restitution, as permitted by law, if the below equipment is damaged, stolen, misplaced, or not returned.

Description	Model / Brand	Serial Number	Date Issued	Value

Campus / Department	Name of Recipient	Signature	Date