



BAKERSFIELD CITY SCHOOL DISTRICT

EDUCATION CENTER – 1300 BAKER ST. BAKERSFIELD, CA 93305

Department of Stores and Purchasing

Computer Loan Agreement

This agreement, made and entered on this day, _____ by and between the employee(s) named below, herein called “Employee” and the Bakersfield City School District, herein called “District”.

WITNESSETH

Employee is permitted to take from the school site a school district computer and appropriate software to their home.

The following hardware will be on loan:

Hardware (Describe)	Property Number

The Employee shall assume liability for damage, theft, or loss to the school district computer and software while it is in their possession and use. The Employee’s homeowner’s insurance shall be liable for any damage, theft, loss, or repair to the items in their possession.

The Employee is permitted to use the district owned computer beginning

_____ through June 30, _____. This form is to be completed each school year.
(Month/Day/Year) (Year)

Employee

Name (print): _____ Phone#: _____

Address: _____ Signature: _____

Department Head/Principal

Name (print): _____ Site: _____

Signature: _____

Distribution: White – State and Federal Programs
Canary – Retain at Site
Pink – Employee copy

TO BE PRINTED ON
INTERACTIVE FORM **30-0-333**