

Business and Noninstructional Operations

EQUIPMENT

E 3512

EQUIPMENT LOAN FORM

I assume the responsibility for the following district equipment:

Description and condition of equipment:

Condition: Please select one:

- Excellent
- Very Good
- Good
- Fair/Needs Repair
- Poor (still usable)

Equipment ID Number:

District-related purpose: (Note: items are not for personal use)

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Business and Noninstructional Operations

EQUIPMENT

E 3512

I will return the above equipment to
_____ (administrator or designee) no later than
_____ (date).

In borrowing the items listed above, I assume responsibility for any loss of or damage to the equipment or materials. If any items are damaged or lost, I will pay the cost of repairs or replacement.

Signed:

Date:

Approved:

Date:

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State
5 CCR 16023
5 CCR 3946

Description
[Class 1 - Permanent records](#)
[Control, safeguards, disposal of equipment purchased with consolidated application funds](#)

Highlighted Section: PUSD Exclusive

Business and Noninstructional Operations

EQUIPMENT

E 3512

5 CCR 4424
Ed. Code 17540-17542

[Comparability of services](#)
[Sale or lease of personal property by one district to another](#)

Ed. Code 17545-17555
Ed. Code 17605

[Sale of personal property](#)
[Delegation of authority to purchase supplies and equipment](#)

Ed. Code 35160
Ed. Code 35168
Ed. Code 64000-64001

[Authority of governing boards](#)
[Inventory of equipment](#)
[Consolidated application process](#)

Federal

2 CFR 200.0-200.521
20 USC 6321

Description

[Federal uniform grant guidance](#)
[Fiscal requirements/comparability of services](#)

Management Resources

California Department of Education
Publication
Website

Description

[California School Accounting Manual](#)

Website

[CSBA District and County Office of Education Legal Services](#)

Website

[California Department of Education](#)

[Office of Management and Budget](#)

Cross References

Code

0440
0441
3000
3230
3230
3270
3270
3300
3311
3311
3440
3511
3511
3515.4
3515.4
3530
3530
3540
3551
3551
4040

Description

[District Technology Plan](#)
[Artificial Intelligence](#)
[Concepts And Roles](#)
[Federal Grant Funds](#)
[Federal Grant Funds](#)
[Sale And Disposal Of Books, Equipment And Supplies](#)
[Sale And Disposal Of Books, Equipment And Supplies](#)
[Expenditures And Purchases](#)
[Bids](#)
[Bids](#)
[Inventories](#)
[Energy And Water Management](#)
[Energy And Water Management](#)
[Recovery For Property Loss Or Damage](#)
[Recovery For Property Loss Or Damage](#)
[Risk Management/ Insurance](#)
[Risk Management/ Insurance](#)
[Transportation](#)
[Food Service Operations/ Cafeteria Fund](#)
[Food Service Operations/ Cafeteria Fund](#)
[Employee Use Of Technology](#)

Highlighted Section: PUSD Exclusive

Business and Noninstructional Operations

EQUIPMENT

E 3512

4040-E(1)	<u>Employee Use Of Technology</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4118	<u>Dismissal/Suspension/Disciplinary Action</u>
4119.25	<u>Political Activities Of Employees</u>
4119.25	<u>Political Activities Of Employees</u>
4141.6	<u>Concerted Action/ Work Stoppage</u>
4141.6	<u>Concerted Action/ Work Stoppage</u>
4156.3	<u>Employee Property Reimbursement</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4218	<u>Dismissal/Suspension/Disciplinary Action</u>
4219.25	<u>Political Activities Of Employees</u>
4219.25	<u>Political Activities Of Employees</u>
4241.6	<u>Concerted Action/ Work Stoppage</u>
4241.6	<u>Concerted Action/ Work Stoppage</u>
4256.3	<u>Employee Property Reimbursement</u>
4319.25	<u>Political Activities Of Employees</u>
4319.25	<u>Political Activities Of Employees</u>
4356.3	<u>Employee Property Reimbursement</u>
5142	<u>Safety</u>
5142	<u>Safety</u>
5144	<u>Discipline</u>
5144	<u>Discipline</u>
6000	<u>Concepts And Roles</u>
6163.4	<u>Student Use Of Technology</u>
6163.4-E(1)	<u>Student Use Of Technology</u>
6171	<u>Title I Programs</u>
6171	<u>Title I Programs</u>
6178	<u>Career Technical Education</u>
6178	<u>Career Technical Education</u>
9270	<u>Conflict Of Interest</u>
9270-E(1)	<u>Conflict Of Interest</u>

Adopted: 05/2014

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