

E.C.S.D ADMINISTRATIVE REGULATION

EQUIPMENT CHECKOUT

In as much as the School Board, Administration, and Employees of Eureka County School District are responsible for supporting the district's mission statement by providing an educational program that meets present and future needs of the student, the checkout of school equipment by employees is supported.

Any employee of the Eureka County School District may check out equipment overnight, weekends, holidays or summer vacations when not in conflict with building needs. Said equipment will be used for professional advancement relating to current job position and/or activities that relate to the improvement of classroom instruction. The employee takes full responsibility of said equipment and will follow district checkout procedures.

EUREKA COUNTY SCHOOL DISTRICT
EQUIPMENT CHECKOUT FOR STAFF

Name: _____

Period of time to be checked out: _____

Type of Equipment: _____

Equipment Inventory Number: _____

Model No: _____

I understand that I am liable for any and all damages that may occur during the time that the equipment is in my possession. I will accept the responsibility and pay for any repairs or loss of equipment. Upon return, the equipment will need to be checked and signed off by the appropriate personnel.

Signature: _____ Date: _____

Principal: _____ Superintendent: _____

Upon Return:

This equipment has been checked by: _____

and has been found to be in working order.

Authorized Signature: _____ Date: _____