

# BUCKEYE LOCAL SCHOOLS

ASHTABULA, OH 44004

## EQUIPMENT LOAN

Equipment \_\_\_\_\_

Model Number (s): \_\_\_\_\_ Serial Number (s): \_\_\_\_\_

Model Number (s): \_\_\_\_\_ Serial Numbers (s): \_\_\_\_\_

Building: \_\_\_\_\_ Classroom: \_\_\_\_\_

Inventory Tag Number (s): \_\_\_\_\_

Purpose of Loan: \_\_\_\_\_

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NOTE: Equipment may be loaned for educational purposes only. Equipment is *not* to be used for personal use. Federally funded equipment cannot be loaned out for any purpose.

The user of Board-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return. The use of Board-owned equipment off school property is subject to the same rules and conditions of use that are in effect when the equipment is used on school property. **Board Policy 7530**

**Questions? Please email Bruce deRidder at this address: [bruce.deridder@neomin.org](mailto:bruce.deridder@neomin.org)**

Date of Equipment Loan: \_\_\_\_\_

REQUESTING:

Teacher/Employee: \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED:

Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

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RETURNED:

Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

One copy to building principal and one copy to technology supervisor