
Plain Local Tag No.

Serial Number

Plain Local Schools: **Equipment Loan Form**

_____ Laptop _____ Power Supply _____ Case _____ iPad _____ iPod Touch
_____ Slate (Mobie, InterWrite Pad) _____ Charger _____ LiveScribe Pen _____ Projector
_____ Digital Camera _____ Microphone _____ Tripod _____ Calculator
_____ ChromeBook _____ Other (_____)

Use Agreement:

I understand that I am only to use the district software that is installed on school computers/laptops or other equipment. Software installs or downloads are PROHIBITED. I understand the equipment listed above is full and complete property of Plain Local Schools and that while it is in my possession I am fully responsible for its care and liable for any damages that may occur. I will be responsible for replacing or repairing any equipment that is stolen or damaged through accident, neglect, or an act of nature. I may not lend equipment in part or whole to anyone else while it is on loan to me. Failure to comply with the guidelines described may constitute forfeiture of further use of the equipment.

Borrower Name _____ (please print)
Borrower Signature _____ **Date** _____ (please sign)
Building _____

Updated 8/22/19