

VALLEY STREAM UFSD THIRTEEN EQUIPMENT SIGN-OUT FORM

NAME _____ BUILDING _____

ADDRESS _____

PHONE NUMBER _____ DATE LOANED ____/____/____

DATE RETURNED ____/____/____

NAME OF EQUIPMENT/SOFTWARE MODEL# SERIAL# ASSET #

I understand that this equipment/software I am borrowing will not be for personal/private use and is to be used for the instructional benefit of the educational program of Valley Stream UFSD Thirteen, and that it will be used to accomplish tasks arising from school responsibilities. I understand that the equipment/software that I am borrowing is in good condition and that it will be returned in the same condition. Loss and/or damage to the equipment/software will be my personal responsibility to replace and/or have repaired. (Homeowners policies can provide this as an addendum.)

Borrower's Signature _____ Date _____

This equipment/software is to be checked back in through the building administrator/designee, and will not be deemed returned without authorized signature.

Building administrator/designee signature

Date