

Equipment Loan Form for Employees

This form tracks equipment that is in the temporary custody of a RCS employee. No equipment shall be removed from RCS premises unless the employee has completed an Equipment Loan Form for Employees.

All equipment in the employee's off-premises custody should be listed below. Additional equipment loans require an updated Equipment Loan Form. Provide all information requested, including date and initials of Employee and Authorizing individual in the "Loaned" column. Date and initial again in the "Returned" column when equipment is returned.

Only a RCS school administrator or District Technology Department employee can authorize equipment loans. Please return all forms to the District Technology Department. All equipment loans are for the benefit of the school and the convenience of the employee. In the event of termination of employment, the employee must return all loaned equipment prior to receiving his or her final paycheck.

THE FOLLOWING GUIDELINES APPLY TO EQUIPMENT ON LOAN TO AN EMPLOYEE:

- The equipment is to be used for RCS work-related activities.
- Repair or maintenance should be done under the direction of the District Technology Department.
- The employee is responsible for safeguarding the equipment while it is in his or her possession.
- If the equipment is stolen or damaged, immediately notify the Director of Technology.
- The equipment should be returned to the custody of the District Technology Department once the purpose for its loan has been completed or should the employee terminate employment with RCS.

Tag Number	Equipment Description	Approx Value	Manufacturer	Model	Serial Number	Loaned			Returned		
						Date	Empl	Auth	Date	Empl	Auth

Building _____ **Employee (print name)** _____ **Signature:** _____ **Date:** _____

Authorized by (print name) _____ **Signature:** _____ **Date:** _____

Complete upon return of all loaned equipment: I, _____ (print) acknowledge receipt and inspection of the equipment listed above.

Signed: _____ Date: _____