

Equipment Check-Out Form

NAME: _____

ADDRESS: _____

PHONE: _____

EQUIPMENT ITEM AND MAKE: _____

SERIAL #: _____

DATE ISSUED: _____ ISSUED BY: _____

CONDITION WHEN CHECKED OUT: _____

PURPOSE FOR EQUIPMENT USE:

CONDITION WHEN CHECKED IN: _____

DATE RETURNED: _____ RECEIVED BY: _____

It is the policy of the Eagle County School District that, when equipment is loaned, it must be returned in the same condition as when it was loaned. That is, the borrower will be liable for any repairs or maintenance necessitated by use of the equipment.

_____ Principal/Director of Finance Signature