

Plain Local Tag No. _____

Serial Number _____

GlenOak High School

Equipment CheckOut



_____ Laptop # _____ Power Supply _____ Case _____ Firewire Cable
_____ Camera _____ Battery _____ Charger _____ Case _____ Video Cables
_____ Projector _____ Digital Camera _____ Microphone _____ Tripod _____ Calculator
_____ PDA (Palm) _____ Software (_____) _____ Other (_____)

Date _____ Return Date _____ Return Location _____

Assignment : _____

Teacher Who Made
Assignment : _____

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.

Borrowed equipment must be returned before the first class period of the next morning. Equipment requiring batteries must be returned fully charged. 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)