

Business and Non-Instructional Operations

ADMINISTRATIVE REGULATIONS ON LENDING SCHOOL-OWNED EQUIPMENT

3514AR

District owned equipment may be loaned to employees as follows:

- *A Loan of Equipment Request Form* must be completed.
- Examples of equipment that will not be loaned:
 - copy machines;
 - CTX projectors;
 - desktop computers excluding those allocated to IT or administrative staff for at-home support of district resources;
 - network printers;
 - servers, switches, hubs, and all other network equipment;
 - smart boards; and
 - any other item building administrators do not want to be removed from their buildings.
- It is strongly recommended that when employees borrow items of substantial value, such as laptops, they cover the item with appropriate insurance.

8/27/2004



Fairfield Public Schools

LOAN OF EQUIPMENT REQUEST FORM

3514AR

EMPLOYEE COMPLIANCE

Name, School/Dept., Position, School/Dept. Phone, Home Phone, Home Address, Date Requested, Date of Return, Make/Model/Description, Purpose of Loan

ADMINISTRATOR SIGNATURE

Revisions/Restrictions (if any), Date Approved, Authorized by (print name), Authorized by (signature)

Make/Model/Serial Number, Accessories, Date Loaned, Date Due

I have read, and agree to, the Administrative Regulations on Lending Fairfield Public School-Owned Equipment as stated on the other side of this page.

Employee Signature, School Administrator or Designee

RETURN

Make/Model/Serial Number, Date Equipment Returned in Good Condition, Comments, Received by (print name), Received by (signature)