

ABC Unified School District

PROPERTY LOAN AGREEMENT – EMPLOYEE

School or Department: \_\_\_\_\_

Borrower's name: \_\_\_\_\_ Return due date \_\_\_\_\_

Item: \_\_\_\_\_ Serial #: \_\_\_\_\_

Condition of equipment: \_\_\_\_\_

Value of equipment: \_\_\_\_\_

Date/Time check out: \_\_\_\_\_



**BORROWER TO COMPLETE:**

Automobile insurance company: \_\_\_\_\_

Policy no. \_\_\_\_\_ Expiration date \_\_\_\_\_

Homeowner's or renter's insurance co. \_\_\_\_\_

Policy no. \_\_\_\_\_ Expiration date \_\_\_\_\_

The borrower of this equipment certifies that the equipment will be used for school business purposes, and the borrower of the equipment agrees to return the equipment in the same condition as when received from the District. The borrower further agrees to reimburse the District for any and all expenses resulting from loss of or damage to the borrowed equipment. Borrower will not loan equipment to any other person and agrees to return equipment no later than the "Due Date" above.

Signed (employee): \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Address: \_\_\_\_\_

Approved: \_\_\_\_\_  
Principal Date



Date/Time checked in: \_\_\_\_\_

Received by: \_\_\_\_\_