



Thousand Islands Central School Equipment Loan Agreement

All staff and students borrowing districts equipment must first complete this form. Forms can be accessed by seeing building level tech coordinator. Note: Non-Portable items such as Computer DeskTops, TV's, etc. are not allowed to be borrowed outside of the TICSD.

Name: _____

Address: _____

NOTE:
A surge protector must be used when
connecting the computer to electrical
outlet.

I, the above – named, request the use of the following equipment from the school system.

Item: _____

School: _____

Make: _____

Asset Tag #: _____

List accessories to go:

Estimated Value: \$ _____

From: _____ To: _____

(Date)

(Date)

- I hereby request the use of the above – named item.
- I agree to be responsible for any damage or loss that may occur while the item is in my care.
- I also agree to return the item at the proper time.

Approved: _____

(District Technology Coordinator)

Signed: _____

(Borrower)

Date: _____

Date: _____