

# Santee School District Equipment / Tools / Furniture Loan Request

*(for computer equipment loans, use form 64-686)*

<b>Employee Name:</b>	<input style="width: 95%;" type="text"/>
<b>Site or Department:</b>	<input style="width: 95%;" type="text"/>
<b>Employee Home Address and Phone:</b>	<input style="width: 95%;" type="text"/> <input style="width: 95%;" type="text"/>

Item Description	Quantity	ID or Serial Number

Reason For Requesting Use of Item(s)
<p>Length of Time Item(s) Will Be Used: <input style="width: 100px;" type="text"/></p> <p>Anticipated Return Date: <input style="width: 200px; background-color: yellow;" type="text"/></p>

Check Out Date: <input style="width: 100px; background-color: yellow;" type="text"/>	Actual Return Date: <input style="width: 100px; background-color: yellow;" type="text"/>
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I hereby acknowledge that I am accepting responsibility for the items listed above including, but not limited to theft, damage, or loss, and agree to replace the items with new ones of equivalent quality and value should any of the foregoing events occur. I certify that the items will not be used for private business purposes or for monetary gain other than for charitable purposes. I covenant that if my employment relationship with the district ceases to exist, I will return all items immediately. I hereby acknowledge receipt of the items described above and agree to return them in the same condition as I received them by the anticipated return date noted above.

Employee Signature

Date

Supervisor's Signature

Date

