

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

708-AR-1. EQUIPMENT LOAN AGREEMENT REQUEST

We, the undersigned, agree to pay for any repairs or replacements made necessary because of any damages incurred to the _____ borrowed on _____
Item(s) Date
and to be returned on _____.
Date

_____ School District will not be held liable for any actions or damages incurred as a result of its lending of equipment to the undersigned.

All arrangement for and cost of transporting the item(s) will be incurred by the undersigned under the supervision of a district employee or designated representative.

Any need for repair or replacement will be determined by _____ School District officials. The company used to repair or replace the item(s) will be determined by the _____ School District officials. Any repair or replacement costs will be based on actual incurred repair or replacement costs to the _____ School District.

Agreed to on _____
Date Signature of Official Representative
Borrowing Equipment

Date Business Manager

Serial Number of Equipment: _____