PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: March 8, 2013

REVISED:

708-AR-3. APPLICATION FOR LENDING EQUIPMENT TO STAFF/STUDENTS

This form must be completed and approval received from the building principal or immediate supervisor before any equipment can be borrowed. If the equipment can be borrowed elsewhere, it will not be lent.

Date: _____

Applicant's Name: _____ Building: _____

Description of equipment to be borrowed: _____

_____

Purpose for borrowing the equipment: _____

_____

Date equipment is to be borrowed: _____

Date equipment is to be returned: _____

Please name any operator other than yourself: _____

The borrower incurs all costs associated with the use of an operator. The operator must be approved by the district.

Upon signing this form, the borrower of the equipment accepts all financial responsibility for damage to or the loss of the equipment.

_____	_____	_____
Borrower	Approval by Principal/Supervisor	Date

Date actually returned: _____ Briefly describe the condition of the equipment: _____

_____