Regulation 2002-10
Use of District Owned Equipment

The following conditions must be met for all district-owned equipment loans:

The building principal must authorize, in writing, all equipment loans noting borrower, description, loan period, and serial numbers and/or inventory identification number.

District-owned equipment will not be loaned if the loan will cause a disruption in the regular educational program.

District-owned equipment not intended for portable use, such as desks, bleachers, score boards, etc. will not be loaned.

Vehicles and implements such as tools, lawn equipment, cleaning equipment, plumbing equipment, etc. will not be loaned.

If district-owned equipment requires repair, the borrower will not personally attempt repairs, but will report the problem upon return of the equipment.

The employee will reimburse the District for repair to the district-owned equipment within two weeks of receipt of the bill from the District for the repair.

If district-owned equipment is lost or stolen while in an employee's possession, the loss or theft must be reported within two working days. The employee will take action to reimburse the District for the lost or stolen district-owned equipment within two weeks of the return date on the agreement or the District will deduct the cost of the equipment from the employee's salary.

If costs are incurred for the use of the district-owned equipment while the equipment is in an employee’s possession, the employee will reimburse the District immediately upon notification by the District of the amount of such charges unrelated to the professional use of the equipment.

All district-owned property borrowed will be returned to the site specified on the date specified in the written agreement.
NORMAN PUBLIC SCHOOLS
DISTRICT-OWNED EQUIPMENT LOAN FORM

Description of Equipment: ______________________________________________

Serial Numbers and/or Inventory Identification Number: _____________________

Employee's Name: __________________________ Home Phone: ______________

Address: ______________________________ School: ________________________

Loan Date: ______ Return Date: ______ Time: ______ Return to: (Site)_________

Comments: __________________________________________________________

I have received the district-owned equipment listed above. If the district-owned equipment is lost, stolen, or
damaged while in my possession, my Renters/Homeowners insurance will cover the replacement costs of the
district-owned equipment, or I assume that responsibility. I will take action to reimburse the District for the
equipment within two weeks after the scheduled return date or the District may deduct the cost of the equipment
from my salary. If district-owned equipment requires repair, I will not personally attempt the repair, but will report
the problem upon return of the equipment. I will reimburse the District for repair to the district-owned equipment
within two weeks of receipt of the bill from the District for the repair. If expenses are incurred for the use of
the district-owned equipment, I will reimburse the District immediately upon notification of the amount of those
charges unrelated to the professional use of the equipment.

Employee's Signature: ___________________ ________________________________ Date: _____________

Granted by:________________________________________________________

Date returned: ______________ Returned to: (Site)______ Return Condition: ______

Signature (upon return): _______________________________________________

Date reported lost or stolen: ________ Employee's signature: ______________

Repairs required: _____________________________________________________

Employee's signature: ______________________________

Charges unrelated to the professional use of the equipment: yes / no