

Findlay City School District
Check-Out of Technology Equipment / Materials

Item to be borrowed	Serial # / Inventory #
Intended Use:	
Check-out Date:	Return Date:

I have read the District's Board Policy 6.03 and assume full responsibility for the equipment / materials listed above.

Student's signature (if applicable)

Date

Signature of Person or Guardian (if applicable)
taking Equipment / Materials

Date

Signature of Staff Member providing the
equipment / materials and witnessing parent/
guardian signature.

Date

Signature of Designated Administrator

Date

Signature of Superintendent (required only if
equipment / materials will be used out of the
District

Date

Condition of Returned Equipment / Materials:

_____ Satisfactory

_____ Unsatisfactory – Arrangements made for repair / replacement

Signature of Staff Member Receiving the
check-in (upon return of equipment / materials)

Date Returned

Reviewed 4/11/05
Reviewed 5/23/2012