

Briarcliff Manor UFSD

Acknowledgement of Use of Borrowed District Equipment

PLEASE RETURN THIS FORM TO THE BUSINESS OFFICE

Part 1

I request to borrow the following equipment and return it in reasonable condition, given normal wear and tear. I accept the responsibility to repair or replace the equipment if it is returned damaged or not returned by the stated date.

Name: _____

School: _____ Title: _____

Personal Telephone Number: _____

Reason for Use of Equipment: _____

Equipment will be borrowed from: _____ to _____
(Date) (Date)

Equipment Borrowed: _____

Make: _____ Model: _____ Serial #: _____

Signed: _____ **Date:** _____

Part 2

I approve the request to borrow the above-named equipment by:

(Borrower's Name)

Signed: _____ **Date:** _____

School District Administrator

If this is technology equipment, the Technology Department must approve this request.

Signed: _____ **Date:** _____

Technology Department

Part 3

I acknowledge that the above named-equipment was returned in good condition.

Signed: _____ **Date:** _____

School District Administrator

Signed: _____ **Date:** _____

Technology Department

- (Note to Borrower: It is your responsibility to obtain a return receipt for your records.)