

Appendix:

DURHAM DISTRICT SCHOOL BOARD

STAFF REQUEST TO BORROW BOARD OWNED EQUIPMENT

School/Department: _____ **Date:** _____

I request permission to borrow the following Board owned equipment for the following period:

Beginning: _____ **Ending:** _____

DESCRIPTION: (Include School Number and/or Model and Serial No.'s)

The equipment is in good working condition and is to be used for the following purpose(s).

Location where it will be used: _____

While the equipment is in my possession, I understand that it is not covered by the Durham District School Board insurance. I assume full and complete responsibility for its safety and proper usage, and understand that I will be liable for its repair and/or replacement as required. It is acknowledged that this equipment is only to be used by the borrower.

Signature: _____ **Date:** _____

Approved By: _____ **Title:** _____

Equipment returned in good condition:

Received by: _____

Title: _____ **Date:** _____