

Lake Park District Equipment Sign-out Form

This form assigns primary responsibility for Lake Park District equipment to the employee. The employee will be responsible for taking the necessary precautions to protect the equipment and to store it in a manner that provides adequate protection when it is not in use, thus not subjecting the equipment to possible theft or damage. *If it is determined that loss or damage is a result of negligence, the employee may be held financially responsible for the repair or replacement of the equipment.*

Inventory #	_____	Date Signed Out	_____	Due Date	_____	Date Returned	_____
Employee Name	_____	Phone Extension	_____				
Item Description	_____						
Primary Location of Equipment While Signed Out	_____						

1. The employee will be responsible for return of the equipment in like condition as received.
2. If loss or damage of the equipment/property occurs and determination is made that the loss or damage is a result of negligence, the employee may be held financially responsible for the repair or replacement of the item(s). Reimbursement to the district by the employee who checked the equipment out should be at the fair market value of the equipment/property at the time of loss.
3. Equipment cannot be loaned or transferred to a third party.
4. The employee cannot modify the equipment in any way without written approval of the IT Department.
5. The employee will make the equipment available at any time as requested by Lake Park District IT Department.

I have read the above information and agree to the terms and conditions herein contained.	
Employee Signature _____	IT Director _____
Date Signed _____	