

Technology Equipment Checkout Contract K-12 Staff

Employee Name		School			
Email Address		Home Phone			
Equipment	Serial Number	4J Tag Number	Date OUT	Date IN	
Laptop					
Insurance Information Does your homeowner or coverage for employer own If "No" is checked, I und of such equipment. If "Yes" is checked, pleasingurance company name.	renter policy contain a vned equipment? You erstand I am assuming se attach a copy of the	personal liability for a	all damage		
insurance company name and policy number. Employee Signature		Date			
Approved by					
Title					
By signing the above, my new school assign damages or loss susta transporting the equipresponsibility of the bo	ment in the same co ined during the che oment to and from th	ndition as when bo ckout period, which	rrowed. h includes	Any s	
4J Employee ID Number:					