

PUTNAM COUNTY SCHOOL DISTRICT

LOAN OF FURNITURE, FIXTURES OR EQUIPMENT

SCHOOL OR DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

PROPERTY RECORD NO. \_\_\_\_\_ DESCRIPTION \_\_\_\_\_

LOCATION \_\_\_\_\_ CONDITION \_\_\_\_\_

EXPECTED DATE OF RETURN \_\_\_\_\_

Failure to return furniture, fixture or equipment within 30 days of exiting the Family Literacy program or termination of employment with the School Board, will result in legal action being taken.

Signature of Borrower \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Home Telephone \_\_\_\_\_

Business Telephone (if applicable) \_\_\_\_\_

Signature of Principal or Dept. Head \_\_\_\_\_

Date \_\_\_\_\_

CHAPTER 7.00 (c) SCHOOL BOARD EQUIPMENT MAY BE USED BY EMPLOYEES AWAY FROM SCHOOL BOARD PROPERTY UNDER CERTAIN CONDITIONS WHEN PRIOR APPROVAL IS OBTAINED FROM THE PRINCIPAL OR DISTRICT DEPARTMENT HEAD. THESE CONDITIONS INCLUDE FAMILIARIZATION WITH THE EQUIPMENT FOR INSTRUCTIONAL PURPOSES OR IMPROVEMENT OF JOB PERFORMANCE.

CHAPTER 7.00 (d) SCHOOL BOARD EQUIPMENT SHALL NOT BE USED FOR GAINFUL OUTSIDE EMPLOYMENT OR PRIVATE USE OF EMPLOYEES. STATUTORY AUTHORITY 230.22 (2), F.S.

COMPLETE THIS SECTION WHEN FURNITURE, FIXTURES, OR EQUIPMENT HAS BEEN RETURNED.

Date of Return \_\_\_\_\_

Condition of Equipment \_\_\_\_\_

Signature of Borrower \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Signature of Principal or Dept. Head \_\_\_\_\_

Date \_\_\_\_\_

COMPLETE IN DUPLICATE: ORIGINAL TO SCHOOL, COPY TO BORROWER