

LOANING OF TECHNOLOGY CENTER EQUIPMENT

Loaning of technology center equipment is prohibited by all technology center employees, other than the campus director. When a staff member is requested by individuals or groups to loan technology center-owned equipment, such individuals or groups will be referred to the campus director.

Individuals or groups borrowing technology center equipment will sign a request form stating:

1. The item and quantity borrowed;
2. When the borrowed item or items will be returned;
3. The condition of the item or items borrowed;
4. An assurance statement that the borrower will reimburse the technology center for any damages incurred while the item or items are on loan; and
5. An assurance that the borrower will accept the superintendent's appraisal of the dollar value of the damages incurred while on loan.

A record of property use must be maintained by the campus/site inventory clerk to include the signature of the individual/organization using the property and the campus/site director.

The record will be submitted bi-annually (at the end of each semester) to the district inventory coordinator.