

**East Guernsey Local School District  
Loaned Equipment/Materials**

Staff Member Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dates Requested from: \_\_\_\_\_ to: \_\_\_\_\_

1. Item #: \_\_\_\_\_  
Serial #: \_\_\_\_\_  
Model #: \_\_\_\_\_  
EG Tag #: \_\_\_\_\_
  
2. Item #: \_\_\_\_\_  
Serial #: \_\_\_\_\_  
Model #: \_\_\_\_\_  
EG Tag #: \_\_\_\_\_
  
3. Item #: \_\_\_\_\_  
Serial #: \_\_\_\_\_  
Model #: \_\_\_\_\_  
EG Tag #: \_\_\_\_\_

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Condition of each item:

Item #1	New	Good	Fair	Poor
Item #2	New	Good	Fair	Poor
Item #3	New	Good	Fair	Poor

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I agree that while I am borrowing this equipment I am liable for its return in the same condition in which it left the building. If item(s) become broken, stolen, or damaged in any way while they are in my possession, I understand that I assume all costs to repair or replace them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent/Designee Authorization: \_\_\_\_\_

Date: \_\_\_\_\_