Tulsa Public Schools

BORROWING AGREEMENT
FOR DISTRICT-OWNED EQUIPMENT

Authorized Use of School-Owned Materials and Equipment – Board Policy 8501
School equipment may be loaned to employees if such use is directly related to their employment and approved by their immediate supervisor. Students may also borrow District-owed equipment when needed in connection with their studies or extra-curricular activities with approval by the appropriate administrator. Therefore, appropriate regulations specifying when and if equipment will be loaned and also proper controls assuring the borrower's responsibility for, and return of, all such equipment will be developed.

Authorized Use of School-Owned Materials and Equipment – Board Policy 8501-R
All employees and students desiring to use District-owned equipment other than on school property will request such use through the appropriate administrator. However, employees and students must realize it may not be in the best interest of the District to loan such equipment if it is relatively expensive and/or presents a problem for maintenance and upkeep. The person requesting to use the equipment must complete and sign three copies of "Borrowing Agreement for District-Owned Equipment." The authorizing administrator will sign each of the three copies, retain one copy, give one copy to the borrower, and send one copy to the responsible department. A parent/guardian must cosign for all students.

The borrower must agree not to tamper with or attempt any type of repair or service.

The borrower must agree to assume full financial responsibility for loss or damage of the equipment. If the equipment is lost, the borrower must pay the District an amount equal to the original cost of such equipment less ten percent annual depreciation not to exceed five years. If the equipment is only damaged, the District will assume responsibility for repair and the borrower will pay the cost of replacement parts and labor.

Borrower's Agreement

I agree to the stipulations in the above regulations and request to borrow the item(s) listed below which I will return on _____, 20_____.
I recognize and agree to the original value of each item as stated.

	Type	Brand	Model	Serial #	Orig Value	TPS Barcode #
Asset						
Accessory						

CURRENT CONDITION OF ASSET: EXCELLENT GOOD FAIR BAD

	Type	Brand	Model	Serial #	Orig Value	TPS Barcode #
Asset						
Accessory						

CURRENT CONDITION OF ASSET: EXCELLENT GOOD FAIR BAD

_____ _____
Borrower's Signature Principal's/Administrator's Signature

_____/_____ _____
Address Phone School

_____ _____
Parent or Guardian's Signature Date

Copies to: Borrower
Administrator
Responsible Department