



Equipment Loan Agreement

This Equipment Loan Agreement is between Edgewood ISD (the "District") and the teacher or administrator of the District identified below ("Employee") regarding the loan of ("Equipment") whom hereby agrees as follows:

1. Introduction. The district is offering Employees the opportunity to have technology Equipment for use on and off school premises. Because Equipment is portable and by its nature more susceptible to loss, theft or damage, the District requires that to receive Equipment, the Employee must undertake the financial responsibility for the loss, theft or damage of this Equipment.
2. Use of Equipment. Employee agrees to use the Equipment in accordance with the District's Acceptable Usage Policies and never uses Equipment in a way that is illegal, immoral or inappropriate to the educational purpose intended. The district will recall the Equipment at any time if the Employee does not strictly adhere to these guidelines. With the exception of the battery, replacement of parts due to normal wear and tear shall be the responsibility of the District depending upon the availability of funds. The replacement of the battery is the responsibility of the Employee. The Employee agrees to make Equipment available to District representatives for audit purposes within (3) days of having received oral or written notice.
3. Financial Responsibility. Employee acknowledges that the District owns and shall retain title to the Equipment and Employee understands that he or she is responsible for loss, theft or damage to the Equipment on or off the district's property and agrees to bear the cost of loss, theft or damage to the Equipment during the loan term. Employee agrees to report loss, theft or damage of the Equipment to the campus administrator and the Edgewood ISD Police Department (210) 444-4558 within 48 hours. Employee agrees that he or she will promptly pay to the District the full replacement cost if the Equipment is damaged, destroyed, lost or stolen. The Employee further agrees to submit any recovered insurance proceeds from the loss, theft or damage of the Equipment within 5 days of receipt to the District for the purchase of a replacement.



EQUIPMENT ON LOAN

_____ Employee Name	_____ Campus/Department
_____ Employee Home Address	_____ City/State/Zip Code
_____ Home Phone Number	_____ Cell Phone Number

Equipment Description	EISD Number	Serial Number	Library Circulation System Bar Code

Date Equipment Borrowed: _____ Date of Return: _____

I have read and hereby agree to the terms and conditions of E.I.S.D.'s Equipment Loan Agreement.

Employee's Signature: _____ Date: _____

Witnessed by: _____ Date: _____

Issuer's Signature: _____ Date: _____

DAMAGED / LOST / STOLEN EQUIPMENT MUST BE REPORTED TO ISSUING CAMPUS.

ORIGINAL – CAMPUS TECHNOLOGY

COPY – EMPLOYEE