

**SCHOOL DISTRICT OF LEE COUNTY
REMOVAL OF EQUIPMENT FROM DISTRICT PREMISES**

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

School or Department Location: _____

I acknowledge receipt of, and accept personal financial responsibility for the equipment and/or software identified below. I will take all precautions in the use of this equipment during the time it is removed from District premises.

I understand that no equipment may be removed from a District facility without the permission of the Principal or Department Head.

I understand that this equipment and software are owned by the School District of Lee County; I have permission to remove this equipment, and will return it intact on _____, or at the request of the School, Department, or District Department Head.

While this equipment is in my possession, I will only use it for District related activities. In no way will I use the equipment or the capabilities of these items for commercial purposes, or engage in any other conduct that would violate copyright laws or any license rights granted to the School District of Lee County. I will notify the Principal or Department Head in writing within 48 hours should the equipment be damaged or stolen while in my possession. Damaged equipment will be returned at that time to the Principal or Department Head.

I understand that if I do not comply with the above conditions of this agreement, I may forfeit my right to take any equipment from the School District of Lee County in the future. I also understand that I could be financially responsible for any missing parts of equipment or software, or repair or replacement of equipment if damage is a result of my actions. I give permission for the School District of Lee County to deduct from my pay the cost of repairing or replacing the subject property if the need for repair or replacement is caused by my conduct.

Item	Manufacturer	Model	Serial No.	Bar Code No.

I have checked out the above listed equipment: _____
Signature Date

Approved: _____
Principal or Dept. Head Date

Returned: _____
Principal or Dept. Head Date

Borrower Date