

**LOWNDES COUNTY PUBLIC SCHOOLS**

Post Office Box 755 \* Hayneville, Alabama 36040

**EQUIPMENT LOAN AGREEMENT**

This agreement, entered into on this date, \_\_\_\_\_, 20\_\_\_\_  
by and between the Lowndes County Public School System and:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

School or Office Site/Organization: \_\_\_\_\_

Quantity	Item Description	Serial Number/Model #	Bar Code

Borrower agrees to the following stipulations for the use of the above equipment (for job-related activity) away from school/office site:

- Agreement to be held responsible for any and all damages or theft of equipment while in the possession of equipment and/or until equipment is checked in by authorized personnel.
- Agreement to pay for damages or theft of equipment while in possession.
- Agreement to notify the Office of Operations and/or law enforcement officers immediately upon knowledge of damage or theft.
- Agreement to house equipment at (please specify): \_\_\_\_\_

.....

**ACKNOWLEDGEMENT**

I hereby acknowledge that I have read, understand, and will adhere to the terms of this agreement.

\_\_\_\_\_  
*Signature of Borrower*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Principal/Director/Supervisor*

\_\_\_\_\_  
*Date*

.....

Returned on \_\_\_\_\_, 20\_\_\_\_

Checked in by \_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Signature*

**FORWARD ONE (1) COPY OF THIS FORM TO THE PRINCIPAL'S OFFICE  
FORWARD ONE (1) COPY OF THIS FORM TO BUSINESS & FISCAL AFFAIRS OFFICE**

Revised June 7, 2017