

REQUEST FOR TEMPORARY LOAN OF DISTRICT PROPERTY

Item Description	Make/Model	Serial #	Bar Code	Price

I, _____, request the District temporarily issue (not to exceed 30 days) the above listed electronic textbook or technological equipment to further its goals and objectives and to allow me to effectively perform my assigned duties for the District.

In consideration for my ability to use this equipment for personal use while it is in my possession and control, I agree to be financially responsible to the District for the cost of repair or replacement if the equipment is damaged, stolen, misplaced, or otherwise not returned upon request or direction to do so. I also understand that my personal use of this equipment must at all times be consistent with the District's acceptable use policy and regulations.

I understand that I am advised by the District to consider obtaining appropriate insurance to protect myself in the event the equipment is damaged, stolen, misplaced, or otherwise not returned upon request or direction to do so.

I am entering this agreement as a condition for the issuance of the above-listed equipment for my personal and employment-related use and not as a condition of my employment in Killeen ISD.

Employee's Signature: _____ Date: _____

Employee ID#: _____

Inventory Manager Signature: _____ Date: _____