Reason for off-site equipment use:


Address of proposed off-site location

Date of equipment transfer

Expected date of equipment return to site

Borrower’s Agreement

"I agree to be responsible for the designated equipment item while it is in my possession and to return it by the above indicated date. If the item is lost, stolen, destroyed or otherwise rendered inoperative through my neglect, I agree to reimburse the Department of Education for the item at replacement value. If the item is damaged, I agree to pay for its repair."

Signature of employee requesting off-site use of above equipment

Approval Signature

Principal/site administrator/office head signature

Certification of equipment return

Date of equipment return __________________________

☐ I have inspected the returned equipment and verify it to be the same equipment as described above and have found it to be in the same condition as indicated above.

☐ Equipment was not returned in the same condition as when it left the site as described above. (Please explain below)

Principal/site administrator signature