

Albuquerque Public Schools  
Albuquerque, New Mexico

# EQUIPMENT CHECK-OUT LOAN AGREEMENT

(INSTRUCTIONS: Please Read Other Side Carefully Prior to Completing This Form)

School/Department Accountable for Equipment: \_\_\_\_\_ Loc. No. \_\_\_\_\_

REQUESTOR: \_\_\_\_\_ Loan \_\_\_\_\_ Return \_\_\_\_\_  
Date Date

Location Where Used: \_\_\_\_\_ or \_\_\_\_\_  
(On Location) (Off Location)

PURPOSE OF LOAN: \_\_\_\_\_ To assist in conducting a (circle one) public, literary, scientific, recreational, or educational meeting.  
(Check appropriate line) \_\_\_\_\_ To assist in presenting a (circle one) public, literary, scientific, recreational, or educational event.  
\_\_\_\_\_ To assist in preparing school material or project.  
\_\_\_\_\_ Other (Specify) \_\_\_\_\_

If the equipment is to be used off-the school premises, give the phone number at that location \_\_\_\_\_ and state the reasons for taking the equipment off the premise. \_\_\_\_\_

I accept responsibility for the security of the equipment listed below.

Signature	Title	LOC	Date	
Material and Equipment to be Loaned				
Qty.	APS #	Serial #	Description	Total Cost

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This section to be completed by Administrative Unit Accountable for subject equipment on return.  
Problems with equipment and/or software at date of check-out/or return \_\_\_\_\_

Principal or Equipment Administrator \_\_\_\_\_  
Signature Title Date

Form AD-70 Revised 11/90 (This form supersedes earlier editions of AD-70)

WHITE COPY - Principal or Equipment Administrator accountable for item.  
YELLOW COPY - Requestor or the person receiving the property and assuming direct responsibility for item(s).

# INFORMATION FOR USE OF THIS FORM

Responsibility for the control of interschool/office loan and employee loan of equipment lies with principal and equipment administrator. Astute managers realize proper utilization of hand receipts can increase efficiency and decrease losses. To assist in the control procedures this form has been developed which is to be used to both authorize the loan and to serve as a record.

The requested item(s) is temporarily required for the instructional program at your school and we understand the item(s) is to be returned by the date entered on the front. If it is determined the loan is going to be permanent, you (the requestor) will coordinate with both principals to effect a permanent transfer by way of Equipment Transfer Document (PA Form 15).

While the equipment is on loan to an employee, it is assumed to be under the care and control of the individual staff member using it who assumes full responsibility for any loss or damage. In order to meet this responsibility, it is imperative that staff members take specific action to obtain insurance coverage on the equipment while in their possession. This can usually be arranged as an extension to a homeowner's or tenant's insurance policy, but since this may have to be specifically endorsed on to such a policy, staff members should contact their insurance agent first.

This loan agreement form is to be used for all Albuquerque Public Schools property taken off the premises. Normally this property will be equipment that is inventoried and tagged with an APS ID number. **IF EQUIPMENT IS TO BE TAKEN OFF APS PREMISES, DOES NOT HAVE AN APS EQUIPMENT (TAG) NUMBER IT MUST NOT BE TAKEN OFF THE PREMISES UNTIL EQUIPMENT ACCOUNTING HAS TAGGED IT AND INCLUDED IT IN THE EQUIPMENT ACCOUNTING FIXED ASSET RECORD.** Not all Albuquerque Public Schools items of equipment, for example furnishings, are marked/tagged with a District's APS number and inventoried. However, if non-inventoriable items are to be used off the premises they should be included on form.

The material and/or equipment shall not be loaned to a third party without the written consent of the Albuquerque Public Schools.

The borrower shall account for all material and/or equipment whenever so requested.

The right is reserved to cancel this loan and recall the material and/or equipment upon 3 days notice.