ALBUQUERQUE PUBLIC SCHOOLS

Equipment Check-out Loan Agreement
(Please read the second page carefully prior to completing this form)

School/Department Accountable for Equipment: _____

Location number: _____ Date: _____

Requestor: _____ Return date: _____

Location Where Used: _____ or _____
(location) (off location)

Purpose of Loan:

- ❑ To assist in conduction a public, literacy, scientific, recreational or educational meeting (circle one)
- ❑ To assist in conduction a public, literacy, scientific, recreational or educational meeting (circle one)
- ❑ To assist in preparing school material or project.
- ❑ Other (specify) _____

If the equipment is to be used off-the school premise, give the phone number at the location and state the reasons for talking the equipment off the premise.

_____

_____

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

Signature: _____ Title: _____

Material and Equipment to be loaned

Quantity	APS #	Serial #	Description	Total Cost

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:

_____

_____

Signature of principal or equipment administrator: _____

White copy: Principal or equipment administrator accountable for item(s).
Yellow copy: Requestor or the person receiving the property and assuming director responsibility for item(s).

This form supersedes earlier editions of AD-70.

Revised 08/10

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 affect 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; 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 be 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 and 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 EQUPMENT 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.

If you have any questions regarding this form please contact Chris Sanchez at christopher.sanchez@aps.edu.

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