

# FORT LA BOSSE SCHOOL DIVISION

TITLE - **AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT**

POLICY - **EDC-E**

Cross Reference - **KF**

Resolution # - 37/18

Legal Reference -

Last Reviewed - 26/02/18

**DIVISION EQUIPMENT/SUPPLIES LOAN FORM**

**APPLICATION FOR PERSONAL USE OF DIVISION PROPERTY** I hereby apply for personal use of the following division property under the terms and conditions stated herein:

**PERIOD OF THE LOAN** From: \_\_\_\_\_ To: \_\_\_\_\_

DETAIL	DESCRIPTION	QUANTITY	MAKE/MODEL	SERIAL NUMBER

**PURPOSE OF LOAN**  
*(FOR COMPUTER USE, PLEASE EXPLAIN WHAT YOU EXPECT TO ACHIEVE FROM AT-HOME USE)*

**ACCEPTANCE OF RESPONSIBILITY FOR LOSS OR DAMAGE** I accept full responsibility for replacement or repair of the items listed above should they be lost, stolen or damaged while on loan to me.

**INSURANCE DECLARATION** I affirm that I have investigated my personal insurance coverage (home policy, etc.) and declare that such coverage allows for repair or replacement of the loaned items and that such coverage provides for replacement value.

**ACCEPTANCE OF ABOVE TERMS AND CONDITIONS**

\_\_\_\_\_ APPLICANT'S NAME (PRINTED) \_\_\_\_\_ APPLICANT'S SIGNATURE

DATE: \_\_\_\_\_

**AUTHORIZATION**

\_\_\_\_\_ SUPERVISOR/PRINCIPAL \_\_\_\_\_ DIVISION OFFICE

DATE: \_\_\_\_\_ DATE: \_\_\_\_\_

