



SCHOOL BOARD OF BREVARD COUNTY PROPERTY LOAN FORM

IMPORTANT – This form must be completed in its entirety before any equipment can be loaned to anyone.

This form is valid for one school/fiscal year only

Owning School/Department Name: _____ School/Department Number: _____

Asset Description: _____

Asset Number: _____ Serial Number: _____ Acquired Cost: _____

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Asset Number: _____ Serial Number: _____ Acquired Cost: _____

Borrower understands and agrees that:

1. This equipment is made available for use as long as it is used for school/work-related activities requiring its use.
2. I am allowed to take the equipment home to work on school or District related activities.
3. I am responsible for the appropriate use and care of the equipment.
4. I will be required to present the physical asset for inspection during the annual inventory audit of property owned by the school system.
5. I will exercise due diligence in safeguarding the equipment from loss, damage, and theft.
6. This would include such precautions as storing the equipment in a locked location when not in use, not leaving it in a vehicle and properly securing during meetings/conferences. If it is found that due diligence was not exercised in keeping this property secured, borrower could be held financially responsible for the cost of replacement or repair (whichever is applicable).
7. I will not be held financially responsible for any repairs resulting from normal and ordinary use of such equipment unless this is an item loaned for use at another district school/department. The borrowing site may be responsible for repairs resulting from normal and ordinary use.
8. I will not allow another person to use this equipment without specific permission from the Property Custodian responsible for the item.
9. Forms for loaned property expire annually on the last day of school for students or June 30th for staff. A new form should be completed any time there is turnover in the Property Custodian role (Principal, Director or Above) since the original authorized party is no long present.
10. I will receive a copy of the fully executed form as a receipt for returning the equipment.
11. I have read and understand this loan documentation and procedures.

Borrower Printed Name: _____ Number: _____
(Employee or Student Name) (if applicable)

Borrower School/Department Name and Number: _____

Borrower Address: _____

Borrower E-mail: _____

Signature of **Borrower or Parent/Guardian**

Date Signed

Printed name of **School Administrator** or
designee approving loan of equipment

Loan start date

Signature of Administrator

Date Signed

Date Asset Returned: _____ Person accepting return: _____

Provide a copy of fully executed form to borrower at time of loan and return