

**Tulsa Public Schools**

**BORROWING AGREEMENT**  
**FOR DISTRICT-OWNED EQUIPMENT**

**Authorized Use of School-Owned Materials and Equipment – Board Policy 8501**

School equipment may be loaned to employees if such use is directly related to their employment and approved by their immediate supervisor. Students may also borrow District-owned equipment when needed in connection with their studies or extra-curricular activities with approval by the appropriate administrator. Therefore, appropriate regulations specifying when and if equipment will be loaned and also proper controls assuring the borrower's responsibility for, and return of, all such equipment will be developed.

**Authorized Use of School-Owned Materials and Equipment – Board Policy 8501-R**

All employees and students desiring to use District-owned equipment other than on school property will request such use through the appropriate administrator. However, employees and students must realize it may not be in the best interest of the District to loan such equipment if it is relatively expensive and/or presents a problem for maintenance and upkeep. The person requesting to use the equipment must complete and sign three copies of "Borrowing Agreement for District-Owned Equipment." The authorizing administrator will sign each of the three copies, retain one copy, give one copy to the borrower, and send one copy to the responsible department. A parent/guardian must cosign for all students.

The borrower must agree not to tamper with or attempt any type of repair or service.

The borrower must agree to assume full financial responsibility for loss or damage of the equipment. If the equipment is lost, the borrower must pay the District an amount equal to the original cost of such equipment less ten percent annual depreciation not to exceed five years. If the equipment is only damaged, the District will assume responsibility for repair and the borrower will pay the cost of replacement parts and labor.

	Type	Brand	Model	Serial #	Orig Value	TPS Barcode #
<b>Asset</b>						
<b>Accessory</b>						

CURRENT CONDITION OF ASSET:                      EXCELLENT                      GOOD                      FAIR                      BAD

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CURRENT CONDITION OF ASSET:                      EXCELLENT                      GOOD                      FAIR                      BAD

**Borrower's Agreement**

I agree to the stipulations in the above regulations and request to borrow the item(s) listed above which I will return on \_\_\_\_\_, 20\_\_\_\_\_.  
I recognize and agree to the original value of each item as stated.

Borrower's Signature	Principal's/Administrator's Signature
Address	Phone
Parent or Guardian's Signature	School
	Date

Copies to: Borrower  
Administrator  
Responsible Department  
Revised 4-16-13

Return Date of Asset(s)