

POLK COUNTY SCHOOL BOARD
EMPLOYEE EQUIPMENT USE CONTRACT

Per Board policy, the following form **MUST** be filled out when any school or district owned equipment is being taken off District premises.

The Property Custodian must keep a copy on file at the school or department. Another copy should be retained by the employee. Internal school or department forms are not accepted as a substitute for these forms.

All property borrowed/assigned from the District is required to be returned during the site's annual physical inventory audit or if employee goes on a Leave of Absence. All equipment use contracts must be renewed annually.

Agreement:

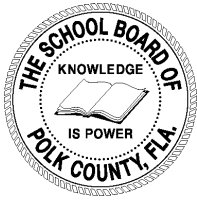
1. All employees who borrow or are assigned District property must complete this agreement when tangible property leaves any District site.
2. The Borrower must be an employee of the District.
3. The property is for school/district business only. It is not for personal use, and private purpose or gain is prohibited.
4. The Borrower agrees to accept full responsibility for equipment and agree to reimburse the School Board full repair cost on any damages or replacement cost for theft or loss incurred through employee negligence. Negligence is defined as: failure to exercise the care that a reasonably prudent person would exercise in like circumstances.
5. The Borrower agrees to be the sole user of this equipment.
6. The Borrower agrees to return the property on or before the date specified below. Failure to return the property on or before the date specified may result in demand for reimbursement of the replacement value.
7. The Borrower agrees to return the property at any time when asked to do so by the Property Custodian.
8. Upon termination of employment, all Polk County School Board property **MUST** be turned in to the Property Custodian. Failure to do so will be considered a theft and a police report will be filed.

Procedures:

1. Any employee using District property must use all reasonable precautions to protect such property in their sole care, custody and control.
2. Particular care must be given to safeguarding property during the storage and transportation of such property. Over holidays, evenings and weekends, property must be secured properly.
3. If district property is stolen from an employee's home or vehicle, the employee may file a claim for recovery from their insurance company; any amount not recovered through insurance is the employee's responsibility.
4. Special attention must be paid to highly desirable and easy to remove property such as laptop computers, cameras and other technology items. Personnel should maintain direct possession and control of this property while on district premises. Property must not be left in an unsecured conference room, classroom, office or storage area.
5. The police must be notified immediately upon becoming aware that property has been stolen or damaged. Lost property must also be immediately reported to the Property Custodian.

Instructions:

1. Fill in the form below.
2. The "scheduled return date" (4) must not be later than the end of the school or fiscal year, as appropriate.
3. When the equipment is returned, be sure to complete the Date Returned section.
4. If the equipment will travel daily with the employee, please note in section (5).
5. Get an approval signature from Property Custodian **prior** to the release of equipment to the employee.



POLK COUNTY SCHOOL BOARD
EMPLOYEE EQUIPMENT USE CONTRACT

The Agreements and Procedures listed on Page 1 will establish responsibility of employee(s) who borrow or are assigned School District of Polk County property.

- 1.) School/Department Name _____ Location No. _____
- 2.) I (print name) _____, have the following equipment in my possession:
ITEM (make & model): _____
Property Asset (SAP) No. _____ Serial No. _____
- 3.) Date/Time removed from District property location _____
- 4.) Scheduled return date _____ Actual return date _____
- Verified by Property Custodian: _____
- 5.) Reason for Employee Equipment Use _____
- 6.) Address/Phone No. where equipment will be primarily located while in the employee's possession.
Street _____
City, State, Zip code. _____ Phone No. _____

- 7.)
- i) I UNDERSTAND THE ABOVE EQUIPMENT IS THE PROPERTY OF THE SCHOOL BOARD OF POLK COUNTY, AND I HAVE A DUTY TO SAFEGUARD THE EQUIPMENT AT ALL TIMES WHILE IN MY CARE.
 - ii) I UNDERSTAND THAT SURGE PROTECTION IS REQUIRED ON ANY ELECTRICAL EQUIPMENT AND I AM RESPONSIBLE FOR USING THIS PROTECTION.
 - iii) I UNDERSTAND THAT IF THE EQUIPMENT IS LOST OR STOLEN WHILE IN MY CARE, CUSTODY AND CONTROL, I AM RESPONSIBLE TO FILE A POLICE REPORT WITH THE APPROPRIATE AGENCY, AND PROVIDE A COPY OF SUCH REPORT TO THE PROPERTY CUSTODIAN.
 - iv) I AGREE TO RETURN THE ABOVE EQUIPMENT IN THE SAME CONDITION IT WAS IN UPON CHECKOUT AND AGREE TO PAY FOR REPLACEMENT DUE TO LOSS OR DAMAGE BEYOND REPAIR THAT MAY OCCUR WHILE IT IS ASSIGNED TO ME. REPLACEMENT COST IS CONSIDERED THE COST TO PURCHASE NEW EQUIPMENT.
 - v) I AGREE TO USE THE EQUIPMENT FOR SCHOOL BOARD PURPOSES ONLY, AND UNDERSTAND THAT I WILL BE RESPONSIBLE FOR INJURY OR DAMAGES CAUSED BY ANY INAPPROPRIATE OR UNAUTHORIZED USE OF THIS EQUIPMENT.
 - vi) I HAVE READ THE POLK COUNTY SCHOOL BOARD POLICY AND UNDERSTAND THE LOST/STOLEN/DAMAGED REPAYMENT PLAN, SHOULD THIS EQUIPMENT BE LOST, STOLEN OR DAMAGED DUE TO NEGLIGENCE WHILE IN MY CUSTODY OR CONTROL.
 - vii) I WILL NOT BE HELD RESPONSIBLE FOR ANY REPAIRS RESULTING FROM NORMAL AND ORDINARY USE OF SUCH EQUIPMENT.
 - viii) I UNDERSTAND I CAN CHOOSE TO OBTAIN, AT MY OWN EXPENSE, A RIDER TO MY HOME OWNER'S OR RENTER'S INSURANCE FOR THE PURPOSE OF COVERING THE COST OF THIS EQUIPMENT.

SIGNED BY EMPLOYEE: _____ Date _____

Print name: _____ SAP Employee #: _____

APPROVED BY PROPERTY CUSTODIAN: _____ Date: _____

Print name: _____ SAP Employee #: _____

HOLD HARMLESS AGREEMENT

To be eligible to receive equipment for home use, the borrower must sign the hold harmless agreement on the reverse side.

HOLD HARMLESS AGREEMENT

INDEMNIFICATION: The BORROWER shall indemnify and hold harmless the SCHOOL DISTRICT OF POLK COUNTY, its agents and employees from and against all claims, suits, actions, damages or causes from action arising from personal injury, loss of life or damage to property or both, resulting directly or indirectly from the use of School District equipment.

Signature of Borrower _____

All property borrowed/assigned from the District is required to be returned during the site's annual physical inventory audit or if employee goes on a Leave of Absence. All equipment use contracts must be renewed annually.

_____ Initial