



DESERT SANDS UNIFIED SCHOOL DISTRICT

47-950 Dune Palms Road • La Quinta, California 92253 • (760) 777-4200 • www.dsusd.us

TECHNOLOGY PROPERTY LOAN EMPLOYEE AGREEMENT

DATE CHECKED OUT		NAME OF EMPLOYEE VERIFYING CHECK-OUT	
DUE DATE		SIGNATURE OF EMPLOYEE VERIFYING CHECK-OUT	

EMPLOYEE NAME		EMPLOYEE ID NUMBER	
DEPARTMENT/SITE		EMPLOYEE ADDRESS	
SUPERVISOR/PRINCIPAL SIGNATURE		EMPLOYEE PHONE NUMBER	

DATE CHECKED IN		NAME OF EMPLOYEE VERIFYING CHECK-IN	
NOTES		SIGNATURE OF EMPLOYEE VERIFYING CHECK-IN	

Please list below all items to be loaned:

QTY	NAME OF ITEM	MFR	MODEL	DESCRIPTION	CONDITION	NOTES
					<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
		SERIAL NUMBER	ASSET NUMBER	CURRENT VALUE		
					<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
		SERIAL NUMBER	ASSET NUMBER	CURRENT VALUE		
					<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor	
		SERIAL NUMBER	ASSET NUMBER	CURRENT VALUE		

The undersigned employee agrees to return the item(s) listed above in the same condition as was when received from the District by the Due Date specified above and further agrees to pay for any damage to the item(s) or loss incurred through negligence or abuse. This payment shall consist of one of two options: payment for any corrective action or repair work needed to restore the item to its prior condition or payment for the replacement of the item. The determination of which option shall be implemented shall be at the District's discretion. The undersigned also agrees not to loan or rent the items to any other individuals or entities.

EMPLOYEE'S SIGNATURE	
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SITE/ DEPARTMENT: White Copy

PURCHASING (if asset number): Yellow Copy

EMPLOYEE: Pink Copy

* If asset number exists, site is to send white copy to Purchasing when property is returned. *