

**WELLINGTON SCHOOLS
INVENTORY
LENDING AGREEMENT**

I understand that borrowing District equipment is a privilege and accept full responsibility for the equipment itemized below. I agree to borrow it in full compliance with Board policy 7530 and the following conditions:

1. All appropriate personnel have been informed that the equipment is being borrowed.
2. The equipment will be returned by the start of the next school day following the date it was borrowed.
3. No consumable materials have been taken from the District.
4. The equipment will be returned in the same condition in which it was borrowed, or if not, I accept full responsibility for the costs to repair or replace the equipment.
5. The equipment will not be used for personal gain such as receipt of money, goods, or services, for services rendered.

ITEMS TO BE BORROWED:

Description	Make	Inventory #	Serial #

INTENDED USE: _____

Borrower's Signature

Loan Date

Building Administrator or Superintendent

Date

RETURN

RECEIVED BY:

Building Administrator or Superintendent

Date Returned

Items returned in same condition.

Proper arrangement made for repair or replacement.