



## Administrative Procedure: Borrowing Board Equipment

Equipment which is owned by the Board, should not be removed from the location or locations in which it is intended to be used, except for repairs or authorized sale or disposal.

An exception may be made when a person authorized by the Board deems it appropriate to loan an item of equipment for a specified period of time.

In each school, the person authorized by the Board under this policy, shall be the Principal, or the Information Technology Supervisor.

In Board-owned facilities which are not under the supervision of a Principal, the person authorized by the Board under this policy, shall be a Manager, a Superintendent, the Director of Education, or the Director's designate.

The borrower is responsible for returning equipment on time and in the same condition as it was when borrowed. Excepting normal wear and tear, the borrower will pay for replacement or repair of equipment that has not been returned or has been returned damaged.

A written record signed by the borrower shall be filed with respect to any equipment borrowed under this policy (See Appendix A).

## Appendix A - Borrowing Board Equipment

Name of School: \_\_\_\_\_

Equipment Borrowed	Borrowed by (Signature)	Date Borrowed	Date Returned	Received by (Signature)