

**SCHOOL DISTRICT NO. 48 (HOWE SOUND)**

**ADMINISTRATIVE PROCEDURES SERIES 800 – BUSINESS PROCEDURES**

**AP804      PROPERTY & EQUIPMENT**  
**AP804.1    Employee Use of School Equipment**

This form shall be completed by staff who are borrowing and removing school equipment from a school under the terms of School Board Policy No 804.

(This form should not be completed by staff who are using school equipment as a result of duties associated with typical school or district activities such as sports meets, band concerts, festivals and the like.)

The Principal shall sign and file this form prior to the removal of equipment.

It is expressly understood that:

1. The borrower is responsible to make provision for repair or replacement of equipment which is damaged or lost while in the borrower's possession.
2. The borrower shall provide for any payments necessary to effect repair or replacement.
3. The borrower shall possess the necessary expertise to operate equipment.

Name of Borrower: \_\_\_\_\_

Description of Equipment \_\_\_\_\_

Quantity \_\_\_\_\_ Date Out \_\_\_\_\_ Date In \_\_\_\_\_

Nature of Use of Equipment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Signature of Principal

It is also understood that the equipment will be used only for gaining expertise or developing materials relevant to the employee's job responsibilities.