

Equipment Responsibility Form

I acknowledge that I have received the following Equipment (AV, TV, Radio's projector etc.) listed below.

I understand that it is my complete responsibility to keep equipment in a safe place within the classroom/work space. I will not allow equipment to be accessed by students unless supervised by an adult or have any unauthorized staff or any individual not directly associated with the school operate equipment. I also understand that under no circumstances am I to remove equipment from building.

I am aware that if the equipment is broken, stolen or damaged; it is my responsibility to immediately report to the Principal or Operations Manager. I also understand that I may be charged for any damages that occurred while in my possession. (This is based on method of damages).

I understand that once my employment ends with the school, it is my responsibility to return all equipment that was signed out to me. Failure to do so may result in final paycheck being withheld.

Please list all equipment that was issued below (e.g., Elmo, power point projector, T.V, Overhead projector Etc.)

Equipment Piece 1: _____ Serial No. _____

Equipment Piece 2: _____ Serial No. _____

Equipment Piece 3: _____ Serial No. _____

Equipment Piece 4: _____ Serial No. _____

Equipment Piece 6: _____ Serial No. _____

Equipment Piece 7: _____ Serial No. _____

Staff Name (Print): _____

Date Issued: _____ Staff Signature: _____ SOM Initials: _____

Date Returned: _____ Staff Signature: _____ SOM Initials: _____