

# Dolton School District 148

## Digital Camera Check-out Form

This agreement ensures that equipment borrowed from the Technology department will be used and maintained by the designated borrower (named below). By signing this form, the borrower accepts responsibility (for his/her department) to demonstrate proper use of specified equipment.

All specified equipment is the property of Dolton School District 148. The District help desk will be available to provide assistance when needed.

***I agree to the following conditions:***

- I am financially responsible for loss, theft, or damage to the above listed equipment.
- I will report loss, theft, or damage immediately to Dolton School District 148.
- I have found all of the above listed equipment to be complete and in working order.
- If I leave District 148 I am responsible for turning in the equipment listed below.
- By signing this form, you specifically authorize School District 148 to withhold money from your District paycheck in order to cover the replacement cost of a new or refurbished replacement camera. Deductions will take place in an amount of at least a 25% of the total amount, until the full cost to replace the equipment is fulfilled.

Description of camera: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Asset #: \_\_\_\_\_

Serial #: \_\_\_\_\_

Items Issued: Please check appropriate boxes.

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Camera     | <input type="checkbox"/> Memory Card    |
| <input type="checkbox"/> Power Cord | <input type="checkbox"/> Transfer Cable |
| <input type="checkbox"/> Case       |   |

Borrower's information:

Name \_\_\_\_\_

Borrower's Signature \_\_\_\_\_

Check Out Date \_\_\_\_\_

Department/School \_\_\_\_\_

I understand this camera is the property of Dolton School District 148 and I will return it before the last day of school of the 2011-2012 school year.

Borrower's Signature \_\_\_\_\_

Check In Date \_\_\_\_\_