

Woodridge Local School District

RECORD OF BORROWING COMPUTER EQUIPMENT

	Description of Equipment	Serial number (and TAG number)
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

- A. Personal growth and professional applications are the reasons to have these in your home for the summer.
- B. A borrower must sign for the computer equipment. This sheet must contain an itemized list of each part borrowed (mouse, keyboard, etc.). Serial number and TAG number for the computer must be included.
- C. Check and confirm that your home owners insurance will cover our computer equipment while it is in your car and home. You need protection from theft, breakage, water damage, acts of God, electrical surges, etc. Person borrowing the computer is responsible for expenses required to correct damage to the computer or its configuration.
- D. Make sure you know how to connect cables, boot up, shut down, use disks, use CDs and work with the machine without altering its present configuration.
- E. Make arrangements to check a computer out early in the last week of school.
- F. The computers must be returned during our in-service days in August.

Name _____

Address _____

Phone number _____

I agree that I'm responsible for the safekeeping and return of the above noted Woodridge Intermediate School equipment.

Signature of borrower _____

Date ____/____/____

Signature of principal _____

Date ____/____/____