

Elmore County Board of Education

Andre' Harrison.
Superintendent

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Wetumpka, Alabama 36092

Jeffrey T. Middleton
Chief Financial Officer

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BOARD MEMBERS
Larry Teel, President
Michael Morgan, Vice President
Dale Bain
Kitty Graham
Joey Holley
Mark Nelson
Patrycya Lowery Tucker

PROPERTY PASS

EMPLOYEE NAME	DATE	LOCATION
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The above-named person has received and is authorized to remove from the location above, subject to the conditions established in Board Policy 4.4 and 4.9, the tangible personal property described below.

DELL-LAPTOP-REFRESH DEVICE		
PROPERTY DESCRIPTION	CONTROL NUMBER	SERIAL NUMBER
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BY SIGNING BELOW THE BORROWER AGREES TO THE FOLLOWING TERMS:

- a. The property remains the property of the Elmore County School Board and must be returned by the expected return date indicated below or at the end of employment, and in good condition.
- b. The borrower shall ensure the safety of the property while it is in his/her possession.
- c. The borrower has read and understands the provisions of the Board Policy 4.4 and 4.9.
- d. In case of loss or damage, the borrower shall repair or replace the device as determined by Chief Technology Officer or Superintendent.
- e. This equipment may access but not store sensitive data; i.e., social security numbers, date of birth, etc. Only directory data may be stored on a device that leaves the district.

SIGNATURE OF RECEIVING EMPLOYEE	DATE TO BE RETURNED IF A TEMPORARY CHECKOUT.
SIGNATURE OF AUTHORIZED PERSONNEL (PRINCIPAL/SCHOOL TECH COORDINATOR/DEPARTMENT HEAD, ETC.)	

This equipment is returned in good condition and is hereby acknowledged.

DATE PROPERTY IS RETURNED	SIGNATURE OF AUTHORIZED PERSONNEL (PRINCIPAL/SCHOOL COORDINATOR/ETC.)
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