



**RANDOLPH COUNTY SCHOOLS
EMPLOYEE EQUIPMENT CHECKOUT FORM**

I, _____ (name), an employee of Randolph County Schools and _____ (school)

will have in my possession from _____ to _____ a:

_____ (laptop computer), Serial/Service Tag #: _____, Barcode/FA #: _____

_____ (other equipment), Serial Number: _____, Barcode/Fixed Asset #: _____

which is/are the property of Randolph County Schools. During the
aforementioned period, I accept personal liability for any permanent or
substantial damage, loss, or theft of the device(s) listed above that is
property of Randolph County Schools. I understand that my use of such items
are outside the supervision or agency of Randolph County Schools during the
above-stated period, and I therefore accept personal responsibility for any
and all damage and/or loss of property to these items that are listed above,
as well as for the contents downloaded on the hard drive. Furthermore, I
agree to compensate Randolph County Schools for any such damage that may
occur to the device(s) listed above in my possession during the
aforementioned period. I will be personally responsible for repairs or
replacement of these items, in any amount necessary to restore the equipment
to its type and performance at the start of the aforementioned period or
replace the device(s) listed above with new one(s) if costs associated with
restoration shall exceed those of purchasing a new data projector and/or
laptop computer. If for any reason my employment at Randolph County Schools
is terminated, I agree to immediately return the equipment listed above to
Media Services Nan York/Cris Miller), Randolph County Schools.

This the _____ day of _____, _____.

Signature of employee borrowing equipment

Signature of Principal/Director

Printed name of employee borrowing equipment

Signature and title of Media Specialist or Technology Facilitator