

**TO: BUILDING PRINCIPALS, CURRICULUM SPECIALISTS, DIRECTORS,
and DEPARTMENT SUPERVISORS**

**FROM: Mark Shepard, Associate Superintendent for Business Affairs
Dwayne Odvody, Director of Purchasing**

SUBJECT: CRITERIA FOR AND REPORTING OF EQUIPMENT THAT IS ON LOAN

The Purchasing Department is responsible for District property management. This entails accounting for all items in the District and specific tracking of equipment that meets established criteria for cost and life expectancy.

It is necessary that building equipment or other materials that are not in building locations be appropriately identified and checked out to a District representative. District property that is checked out to District affiliated individuals should meet the following criteria:

1. The use of the item by the individual will directly benefit the District due to increased understanding of the capabilities of the item or the item is being used for District business at an alternate location.
2. The item will not be used by the individual for personal use.
3. The individual will "sign for" the item and understands that misuse or abuse of the item will require that they pay for replacement or repair.
4. The item will only be used by the approved individual, for appropriate District use, and will not be loaned or otherwise made available to others.

The following items are NOT appropriate for checkout by individuals:

- ✓ Weight training equipment or exercise equipment
- ✓ Typewriters
- ✓ Sound or video equipment
- ✓ Computer software unless it is resident on a computer that is appropriately checked out
- ✓ Furniture of any kind
- ✓ Sports equipment
- ✓ Home economics equipment
- ✓ Cameras
- ✓ Industrial technology equipment or tools
- ✓ Custodial equipment

A complete list of all items that are loaned to District representatives must be maintained at the building location. The Purchasing Department may ask for a listing of loaned items by building location to determine property locations. This list will record all items that are loaned at any given time.

Items that are checked out to District representatives must be appropriately stamped or otherwise identified as the property of Lincoln Public Schools. The need for use of an item within the building will take precedence over the use of that item on a loaned basis.

The following format is recommended for logging loaned equipment:

<u>Date Out</u>	<u>Name</u>	<u>Item Description</u>	<u>Serial #(s)</u>	<u>Reason</u>	<u>Date In</u>	<u>Signature</u>
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Attachment #1 is a District contract that is required for computer check out.

Questions regarding this process should be directed to the Purchasing Department, extension 1753.

COMPUTER USE AGREEMENT LINCOLN PUBLIC SCHOOLS

The undersigned acknowledges receipt of the computer identified on the reverse side of this document (Exhibit A), and made a part hereof by this reference. Said computer being the property of Lancaster County School District #001 of the City of Lincoln, in the State of Nebraska, hereinafter referred to as the "Lincoln Public Schools."

Lincoln Public Schools has made the computer available for use by the undersigned in consideration of the undersigned's following agreements:

1. At the termination of the use period, and in any event, not later than the first day of school for the next school year, the undersigned will return the computer to Lincoln Public Schools in the same condition as it was at the time it was delivered to the undersigned.

2. It is specifically understood and agreed that the undersigned shall be responsible for any loss, theft, destruction, damage, or malfunction of said computer whether caused by the undersigned, acts of God, or for any cause whatsoever. It is further specifically understood, and agreed that in the event of the loss, theft, or destruction of said computer, the fair and reasonable value for reimbursement to Lincoln Public Schools is the sum of \$_____. In the event that said machine is damaged or malfunctions, the undersigned shall be responsible for repair.

Dated this _____ day of _____, 20_____

Signature

(Over)

COMPUTER USE CHECKOUT FORM

**Lincoln Public Schools
Lincoln, Nebraska**

Computer: _____ Serial Number: _____
LPS Number: _____

Monitor: _____ Serial Number: _____
LPS Number: _____

Printer: _____ Serial Number: _____
(Includes Interface Card) LPS Number: _____

Other: _____ Serial Number: _____
LPS Number: _____

Other: _____ Serial Number: _____
LPS Number: _____

Software: _____

Name: _____

Home Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

I, the undersigned, accept receipt of the items described above. These items, when received, were in good working order. I agree to abide by the terms stated in the Computer Use Agreement on the reverse side of this document.

Signature

Date

Principal's Signature: _____ School: _____