



FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
PROPERTY LOAN AGREEMENT
FOR EMPLOYEES

DESCRIPTION OF EQUIPMENT LOANED:

Table with 4 columns: MAKE/DESCRIPTION, SERIAL NUMBER, QUANTITY. Rows include: COMPUTER, PRINTER, SOFTWARE, TELEVISION, VCR, LASER DISC, CAMCORDER, MICROPHONE & STANDS, SPEAKERS & STANDS, SOUND SYSTEM, TAPE DECK/PLAYER, CHAIRS, OTHER.

Date Loaned: Due Date: Date Returned:
Received by:

INSURANCE INFORMATION:

Homeowners or Renters
Insurance Company:
Policy Number:
Policy Period:

LOAN AGREEMENT: (please read carefully)

The borrower of the equipment listed above agrees to return the equipment in the same condition as it was received from the FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT. The borrower agrees to pay for any damage or loss of said equipment and agrees to pay for any corrective action taken to restore or replace the piece(s) of equipment to its/their original condition upon return.

Employee's Signature Date

Please Print Name/Address:

Principal's Signature Site Date