

**Inventory Control Form
Loan Authorization Receipt/Return**

The person indicated below is authorized to remove from the premises of this school/office the property listed in Section B below. The undersigned equipment/property requestor certifies the accuracy of the information provided and understands that he/she is responsible for the borrowed equipment/property.

A	Borrowers Name: _____ Loaning Office: _____ Phone: (____) _____ Date of Issuance: _____ Expected Return Date: _____															
B	<p><u>ACKNOWLEDGEMENT OF RECEIPT</u> I acknowledge receipt of the property listed below and agree to the terms for its use, safeguard, and return as indicated in Section C below. <u>This understanding is certified by my below signature.</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 30%;">DESCRIPTION</th> <th style="width: 15%;">MODEL #</th> <th style="width: 20%;">MFG SERIAL NO.</th> <th style="width: 15%;">ASSET TAG #</th> <th style="width: 20%;">RETURN DATE</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> Print Name: _____ Employee No.: _____ Day Phone: (____) _____ <i>To be used at</i> LAUSD Office/School: _____ Location Code: _____ <div style="text-align: center;">Name/Building/Room</div> Signature: _____ Date: _____	DESCRIPTION	MODEL #	MFG SERIAL NO.	ASSET TAG #	RETURN DATE										
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C	<p><u>TERMS AND AGREEMENT</u> District property is purchased with public funds and may not be used for personal benefit. <u>With authorization, an employee may borrow equipment/property for use consistent with relative District rules, policies and regulations. The loaned equipment/property is subject to the below terms:</u></p> <ol style="list-style-type: none"> 1. <u>Loaned equipment/property listed on this form may be used off premises of the LAUSD only in furtherance to educational or administrative objectives of the LAUSD.</u> 2. <u>Use of equipment/property for the benefit of persons or organizations other than the assignee is not authorized.</u> 3. <u>Loaned equipment/property listed on this form shall be reasonably safeguarded and secured in accordance with Board Rule 1704, Administrative Regulations.</u> 4. <u>Restitution will be made for willful or negligent loss, damage, or improper use.</u> 5. <u>Use of equipment/property for reasons other than its intended purpose may be subject to disciplinary action.</u> 6. <u>Loaned equipment/property listed on this form remains the property of the LAUSD and will be returned on or before expiration of the loan period indicated in Section A.</u> 7. <u>The division reserves the right to request the equipment/property prior to the return date.</u> 8. <u>The receiving office agrees to return the equipment/property upon request, or by the return date.</u> 9. <u>Any loss of equipment/property shall be immediately reported to LAUSD School Police at (213) 625-6631 and reported to the LAUSD Service Desk at (213) 241-5200.</u> 															
D	<p><u>RETURN</u> <u>My signature</u> acknowledges return of above referenced items noted in Section B</p> Administrator Verification: _____ Date: _____															
E	<p><u>DISTRIBUTION OF COPIES</u> Original to (Office Name) _____ Copy to loaning office Copy to person receiving loaned equipment</p>															