

**MORTON COMMUNITY UNIT SCHOOL DISTRICT 709**

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EMPLOYEE USE OF DISTRICT EQUIPMENT FORM

The undersigned has requested and has permission to use District equipment at his/her home or vehicle and assumes responsibility for returning the equipment in satisfactory condition. The cost of any damages to the equipment or replacement of the equipment will be handled on a replacement cost basis and the responsibility of the undersigned.

\_\_\_\_\_ accepts the following equipment:

Name

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Equipment Pick Up Date \_\_\_\_\_

Equipment Return Date \_\_\_\_\_

*(There shall be no personal financial gain from the use of the equipment)*

***Please complete form and send request to the District Office***

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

District Office Approval \_\_\_\_\_ Date \_\_\_\_\_

Copy to Head Custodian \_\_\_\_\_ Copy to Building Principal \_\_\_\_\_

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Returned Equipment Checked and Accepted by \_\_\_\_\_ Date \_\_\_\_\_