

# NOGALES UNIFIED SCHOOL DISTRICT NO. 1 AUTHORIZATION FOR LOAN OF DISTRICT PROPERTY (Out-District)

**NAME:** \_\_\_\_\_ **SCHOOL/DEPARTMENT:** \_\_\_\_\_

**HOME ADDRESS:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_

The loaned property described below is owned by Nogales Unified School District No. 1 and is to be used in connection with your employment with the District. You may take the described property home to work on District related business, training sessions or in-service meetings. You may not use the property for financial gain or activities not related to District business.

Users of District-owned property have the responsibility to protect that property when it is in the personal possession of a Nogales District faculty or staff member. Personnel who check out equipment are expected to provide property and liability insurance coverage for all equipment in his or her possession. If the equipment is lost, stolen or destroyed, the user must agree to reimburse the District for the loss or damaged equipment. The District will agree upon an acceptable action for replacement of the equipment by the staff member. The user has the sole obligation to care for and maintain the equipment. Prior to checking out equipment from the District, the staff member may wish to consult with his or her homeowners property insurance provider to ascertain if coverage includes District property checked out for staff use.

If equipment is lost, stolen or destroyed, the user must take the following steps **immediately**.

1. If the equipment is stolen, report the theft to local Law Enforcement, record the case number, officer and jurisdiction information.
2. The same day, report the loss to the Information Technology (IT) Help Desk at (520) 397-7919 or helpdesk@nUSD.k12.az.us
3. The same day, report the loss to the District Business Office at (520) 397-7905 or via e-mail @rcordova@nUSD.k12.az.us by utilizing the Notification of Loss Form.

**Loss reports must be submitted immediately.**

Requested Property: (PLEASE LIST ALL HARDWARE)

1.	_____	NUSD# _____	SERIAL# _____
2.	_____	NUSD# _____	SERIAL# _____
3.	_____	NUSD# _____	SERIAL# _____

**Property will be taken to:** \_\_\_\_\_

**Indemnification Agreement:** By signing this statement, I certify that I will be responsible for loss or damage to the property described above and that I will compensate Nogales Unified School District No. 1 for any necessary repairs and/or replacement costs for the loss of the requested property, other than those incurred by normal wear and tear, and report any damage/loss immediately as outlined above.

Copyright Statement: I hereby certify that the copy protected software will be used in compliance with all pertinent copyright laws. I fully accept the consequence of any copyright violation and understand that the Nogales Unified School District No. 1 will not be responsible or deemed liable should any actions result in subsequent violations. I will not copy software from or add software to the property, except as authorized by IT designee.

**TO BE COMPLETED UPON CHECK-OUT:**

I certify that the above information is correct:

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Release Date** \_\_\_\_\_ **Return Date** \_\_\_\_\_

**Authorization Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**TO BE COMPLETED UPON CHECK-IN:**

I certify that the property was returned in good condition with any exceptions noted on the back of this Form.

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Authorization Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**For office use only:**      Good Conditions       Fair Conditions       Poor Conditions