



BORROWING BOARD-OWNED EQUIPMENT - STAFF

This acknowledgement form is valid for the borrowing of Board-owned equipment identified below:

Equipment Identification	
Description of Equipment	
Serial or Model Number	
Description of Equipment	
Serial or Model Number	

In the event the equipment is used for work purposes at home, I understand the following. Please initial each statement.

Initial	Statement
	I understand that I must return the hardware/equipment to the Northeastern Catholic District School Board.
	I understand that I am responsible for the care of the hardware/equipment while it is in my possession, and any damage or loss caused by my negligence will be my responsibility.
	I understand that I am the only person who may use the hardware/equipment while it is in my possession.

EMPLOYEE ACKNOWLEDGEMENT	
Name of Employee	
Signature of Employee	
Date	
SUPERVISOR ACKNOWLEDGEMENT	
Name of Supervisor	
Signature of Supervisor	
Date	
Conditions for Use of Equipment Identified Above	