

School Administrative Unit 28
19 Haverhill Road • PO Box 510
Windham, NH 03087
603-425-1976

Pelham School District

Windham School District

Authorized Use of School Owned Materials and Equipment

Name: _____

School / Building: _____

Information on Items borrowed:

Description:	Serial Number

I am responsible for the items described above while they are in my possession and all items are to be returned to the respective school in the same condition as received. I have checked my homeowners or apartment insurance policy to protect against any losses, fire, theft, and vandalism while the items detailed above are in my possession. I understand that if a problem arises, I will report the problem to my Principal (or his designee). I understand that I am personally responsible for the replacement cost of these items should they be lost or damaged.

By signing this document, I agree to abide by this policy for the Pelham or Windham School District.

Employee Signature

Date

Administrator's Signature

Date

The above listed materials / equipment is to be returned to the school no later than:

Date: _____

(For Office Use Only)

Materials / Equipment Received by: _____

Administrator's (or designee's) Signature

Date: _____