



Clint Independent School District District Equipment Checkout & Agreement Form



Instructions:

In compliance with Board Policy DG Legal, The District shall consider any items issued to an employee, that are removed from school district premises by the employee, as being used for personal business unless that employee has permission from his or her immediate supervisor to remove said items as a function of their job. If a District issued cellular phone, is lost or broken the determination of whether it was being used for personal business will be made at that time.

Agreement:

I, the under signed, hereby agree to take responsibility for the item / s listed below. In the event that any of the item / s below is lost or broken I understand that I am responsible for replacing it with the exact item or making payment in the amount of the value stated below to Clint ISD. All items must be replaced or paid for within a 30-day period or the replacement value will be deducted from my next payroll check. Additionally, I understand that cell phone overages will automatically be deducted from my next month's payroll check.

Description	Model / Brand	Serial Number	Date Issued	Value
Campus / Department	Name of Recipient	Signature		Date