

POLICY: EDC-E
Approved: September 26, 2005
Reviewed:
Revised:

EQUIPMENT AND/OR TOOL CHECK-OUT SHEET

Type of Equipment: _____

Type of Tool: _____

Make: _____

Model: _____

Serial Number: _____

Employee Name: _____

Date: _____

Employee Signature: _____

Principal Signature: _____

CROSS REFERENCE: EDC-E – Equipment and/or Tool Check-out Sheet
KG – District Facilities and Equipment Use by School Related or
Outside Groups
KG-R – Guidelines for District Facilities/Equipment Use