



Educational Outreach
Education Resource Center - Equipment Loan Form for Teachers

*This form tracks equipment that is in the temporary custody of teachers. No equipment shall be removed from UTMB Educational Outreach unless the teacher has completed an Equipment Loan Form for Teachers. All equipment loans are **limited to two (2) weeks, unless there are unusual circumstances**.*

All equipment in the teacher's off-premises custody needs to be listed below. Additional equipment loans require an updated Equipment Loan Form. Please provide all information requested, including date and initials of teachers in the "Loan" and "Return Date" columns.

All equipment loans are for the benefit and convenience of the teachers. In the event of termination of employment, the teacher agrees to return all equipment immediately.

THE FOLLOWING GUIDELINES APPLY TO EQUIPMENT ON LOAN TO A TEACHER:

- The equipment is to be used for work-related activities.
- Repair or maintenance should be done under the direction of UTMB Educational Outreach immediately.
- The teacher is responsible for safeguarding the equipment while it is in his or her possession.
- If the equipment is stolen, please notify UTMB Educational Outreach immediately.
- The equipment should be returned to the UTMB Educational Outreach office once the agreed time interval is over or should the teacher terminate employment.

<i>Equipment Description</i>	<i>Manufacturer</i>	<i>Model</i>	<i>Serial Number</i>	<i>Loan Date/Teacher Initials</i>	<i>Expected Return Date/Teacher Initials</i>	<i>Actual Return Date/Teacher Initials</i>

Teacher (print name): _____ Signature: _____

Date: _____ School: _____

Phone number: _____ Email address: _____

Authorized by: _____ Date: _____

Complete upon return of all loaned equipment by the UTMB Office of Educational Outreach staff

I, _____, acknowledge receipt and inspection of the equipment listed above.

Signed: _____ Date: _____