



Red Clay Consolidated School District  
School Year 2010-2011

## ADMINISTRATIVE MEMORANDUM

**To:** Administrators  
**From:** Mervin B. Daugherty, Ed.D.  
Superintendent  
**Subject:** Sign-Out of Technology Equipment

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Employees may be assigned technology equipment to be used outside of the building. Employees may remove technology from District buildings only after receiving permission from their supervisor. Supervisors may grant permission to borrow equipment when it benefits the District. When granting permission, supervisors must have employees sign a Technology Equipment Sign-Out Form (attached). When equipment is provided by the Technology Office, the form will be maintained by the Technology Office.

By signing out equipment, employees acknowledge that use of the equipment outside of the building is not a requirement for their job. Employees are responsible for any damage or loss while the equipment is assigned to them. The employee also agrees to cooperate with efforts to retrieve missing equipment including filing police reports or appropriate insurance claims.

Employees are reminded that equipment may not be used for personal gain.

Questions about the information contained in this administrative memorandum should be directed to the Manager of Technology.

*Authorizing Code(s): Red Clay Consolidated School District Board of Education Policy 5008*  
*Office(s) Responsible: Assistant Superintendent for District Operations*  
*Last Issued: 09/01/2010*  
*Last Revised: 01/05/2010*  
*Attachment(s): Technology Equipment Sign-Out Form*



Technology Equipment Sign-Out Form  
 Technology Office  
 Red Clay Consolidated School District

The following equipment has been signed out to you. As a Red Clay employee you are responsible for the equipment while it is in your care. Damage or loss may be your responsibility. You are responsible for following all applicable Board policies and District guidelines governing the use of District property. If you have any questions about this form or related policies and procedures including administrative memoranda, please consult with your supervisor.

I understand that I must return this equipment upon request or when leaving employment with the District.

\_\_\_\_\_  
 Employee Signature

| <b>Asset Tag or Serial Number</b> | <b>Equipment</b> | <b>Reason for use</b> | <b>Date Borrowed</b> | <b>Date Returned</b> |
|-----------------------------------|------------------|-----------------------|----------------------|----------------------|
|                                   |                  |                       |                      |                      |
|                                   |                  |                       |                      |                      |
|                                   |                  |                       |                      |                      |
|                                   |                  |                       |                      |                      |
|                                   |                  |                       |                      |                      |

Equipment listed above has been returned to: \_\_\_\_\_