**MORTON COMMUNITY UNIT SCHOOL DISTRICT 709**

EMPLOYEE USE OF DISTRICT EQUIPMENT FORM

The undersigned has requested and has permission to use District equipment at his/her home or vehicle and assumes responsibility for returning the equipment in satisfactory condition. The cost of any damages to the equipment or replacement of the equipment will be handled on a replacement cost basis and the responsibility of the undersigned.

Enter Name Here accepts the following equipment:

 Item 1

 Item 2

Item 3

Item 4

*(There shall be no personal financial gain from the use of the equipment)*

After filling out the form, please print, sign and hand into the building office.

Employee Signature Date

Supervisor’s Signature Date

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Returned Equipment Checked and Accepted by Date

DF 16-b(1)

May, 2012