



**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CENTRAL SERVICES-GRACEY COMPUTER FIRST AID
EQUIPMENT LOAN AGREEMENT (TCH-F022)**

Clarksville-Montgomery County School System

Employee Name: _____ Phone: _____

School/ Location: _____ Work Order: _____

(Include all components and accessories, cases, chargers, etc.)

Item Description	Serial/ID Number	Date Issued/ Issued By	Date Returned/ Received By
<i>Example:, Dell/Lenovo, Power Adapter, AV Adapter, Security Cable</i>			

I understand computers are provided by the Clarksville-Montgomery County School System (CMCSS) for district business use only.

Any devices left unattended need to be stored appropriately and secured.

I agree to properly care for and maintain the computer. Such care includes, but is not limited to: storing the computer in a safe place away from excessive heat or cold, moisture, dust, high traffic, etc.

Unlicensed software should not be loaded onto any CMCSS computer. Licensing questions should be directed to the Technology Coordinator or the Chief Technology Officer.

I have read and agree to the terms of the CMCSS Technology Acceptable Use Policy ([TCH-A002](#)).

I acknowledge and agree to the terms of the loan for each item and take full financial responsibility for replacing said equipment if it is damaged, lost, or stolen as a result of my negligence.

I understand all equipment remains the property of CMCSS and I am to return the equipment issued on this form when my computer is repaired. Failure to return equipment as agreed herein may result in disciplinary action taken against me.

I further agree that all loaned equipment must be returned and properly checked in at Computer First Aid upon termination of my employment with CMCSS.

Employee Signature

Employee Name (Print)

Date