

## DENVER PUBLIC SCHOOLS TEMPORARY HAND RECEIPT

LOANED BY		SITE CODE:	DATE:	SCHOOL/DEPT #	CONDITION NOTES
BAR CODE #	ITEM DESCRIPTION	MAKE	MODEL #	SERIAL #	
LOCATION OF BORROWED EQUIPMENT			RETURN DUE DATE NOT TO EXCEED 6 MONTHS:		
LOANED TO: (SCHOOL / DEPARTMENT)			LOANED TO: (printed name of borrower)		
APPROVED BY: (Principal / Dept HEAD) PLEASE PRINT NAME			SIGNATURE OF PRINCIPAL / DEPARTMENT HEAD		

As The borrower the following apply:

- 1) Loaned District equipment shall only be used for official purposes and not for personal or commercial benefit.
- 2) I agree not to modify equipment and to exercise appropriate care of this property. All damage, loss, and/or theft sustained to the above-described DPS property may be determined to be my full personal responsibility.
- 3) Any insurance deductibles involved shall be my full personal responsibility.
- 4) The above property will be returned to the original DPS loaning site or the Fixed Assets Department in exact and servicable condition on or before the 6 months return due date or a new THR loan agreement will be submitted.
- 5) If I am terminated, resign, or go on leave from the District before the return due date, I agree to return the property that is listed above on or before my last working day or be liable henceforth for any replacement, legal or court costs resulting from failure to return said property.
- 6) LOANER AND BORROWER RETAIN COMPLETED COPIES WITH LOANER TO MAIL/FAX A COPY TO THE FIXED ASSETS DEPARTMENT:

**Fixed Assets Department**  
**2320 W. 4th Ave.**  
**Denver, CO 80203**  
**FAX 720-423-5629**

- 7) Signature of the borrower constitutes a continuous liability, including legal fees.

I understand and agree to abide by these terms and conditions.

\_\_\_\_\_  
 Borrower's Signature

\_\_\_\_\_  
 Date