

Christ the Teacher Catholic Schools

SCHOOL EQUIPMENT TO BE USED OFF CAMPUS

Equipment Description	
Serial #	

I understand that I am responsible for the proper maintenance and upkeep of the school owned equipment moved to an off campus location. I further understand that I will use the equipment as per Administrative Procedure AP 548. In case the equipment is damaged, destroyed or stolen, I will inform my principal. If the equipment is stolen, a written police report must be obtained and attached to this form prior to sending to the school board office.

Signature of Staff Member

Principal

EQUIPMENT RETURNED TO CAMPUS:

Date equipment returned to campus _____

Signature of Staff Member

Principal
