

Balmoral State High School

EQ11 External Request for Equipment is to be completed when loaning Department of Education equipment to employees, students or community organisations for use after hours, during school holidays on, or away, from official premises.

DETAILS OF REQUISITIONER / PERSON TO WHOM EQUIPMENT IS ON LOAN

Name	Address	Telephone:
Organisation Name		
Location and Use of Equipment (if different from above)		
Reason for Request		

DETAILS OF EQUIPMENT ON LOAN

Description / Type:		Brand:	
Serial Number		Asset Number	
Accessories: (if applicable)		For ICT equipment, Build Standard: (e.g. MOE; 1.X/SOE)	
Commencement loan date:		Expected date of return:	Date returned:
Officer receiving returned equipment	Name: _____		Signature: _____

INDEMNITY

Fair wear and tear excepted, and for the duration of this transfer, I/we agree to indemnify the Department of Education against loss or damage from any cause whatsoever, to the equipment detailed herein and, in the event of damage to restore and deliver such equipment to the Department of Education, in the condition in which it was received, or to replace the damaged equipment with other equipment of equivalent functionality.

Signature _____ Date ____ / ____ / ____

APPROVAL FOR LOAN

I authorise the loan of the equipment.

Signature of School Approving Officer: _____

Name: _____ Designation: _____ Date: ____ / ____ / ____

LOAN AGREEMENT

To be completed when school-purchased ICT equipment is on loan to students for use outside the school premises.

Note:

- A new loan agreement form should be signed each time equipment is loaned and prior to commencement of the loan;
- This form and the loan agreement should be held in the students' records.

ACKNOWLEDGEMENT

The equipment described at all times remains the property of the Department of Education and is issued on loan to the requestor subject to the following conditions:

- The equipment should be used only by the person to whom it is lent and by no other person.
- Every care and attention should be given to the equipment during the period of loan
- Symantec Antivirus software is installed and maintained on the machine and the requestor will ensure the equipment is scanned for viruses after use and prior to re-connection to the departmental network.
- The equipment is returnable upon demand from the school at any time for inspection, repair, adjustment or for any other cause.
- Loss or damage of any equipment on loan must be immediately reported to the school.
- Equipment must be returned by the requestor to the school by the date specified in this loan agreement or, if this agreement is terminated earlier than the date specified as the date of equipment return, then the date of the termination of this loan agreement.

LOAN AGREEMENT APPROVAL

I accept the loan of the equipment on the terms described above.

Signature of requestor: _____

Name: _____ **Date:** / /