

# North East Independent School District

## CUSTODY RECEIPT – Assumption of Financial Responsibility

The district is pleased to offer you the use of technological equipment, specifically the equipment listed below. Use of this equipment is a value to both you and the district. In addition to district use, you are permitted to use the equipment for personal business. Because this equipment is a costly investment for the district, and was purchased with taxpayer dollars, you are responsible for guarding against loss or damage to the equipment. It is particularly important that care is taken to secure the item at all times and that it is not in plain sight when left in your vehicle. Further, items such as computers may contain confidential information related to employees or student records protected by the Family Educational Rights and Privacy Act (FERPA).

The cost to the district of the technological equipment being provided to you is identified below. The district recognizes that the value of each item will diminish over time. It is recommended that you check with your homeowner's insurance and/or automobile insurance carriers to determine if such items are covered under your policy when they are in your possession or if additional coverage is required. District insurance is also available.

<u>Description</u>	<u>NEISD Number</u>	<u>Serial Number</u>	<u>Purchase Price</u>

As per regulations CLD (REGULATION) and CMB (REGULATION), I understand I am personally accountable for the property listed above. This responsibility extends to items left in private vehicles when they are parked away from the job site or when I stop to conduct personal business in locations such as restaurants, post offices, shopping malls, day care facilities, etc. I understand I may be responsible for the repair or market value cost of any item(s) missing, damaged, stolen, or lost, or shall be responsible for repair or market value if I fail to act in "good faith."

\_\_\_\_\_  
Name of Borrower

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Borrower

\_\_\_\_\_  
Date

\_\_\_\_\_  
Campus/Department

The above property has been returned and the employee is hereby relieved of accountability for said property.

\_\_\_\_\_  
Principal/Supervisor

\_\_\_\_\_  
Date

Reminder – Secure all items. Never leave valuable items such as laptop computers, digital cameras, etc. unattended or exposed in the passenger compartment of any parked vehicle. Immediately notify your supervisor and local law enforcement agency of any known loss or damage to NEISD property.

Copy to:      Principal/Supervisor  
                 Employee