|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Elmore County Board of Education | | | | |
| Richard Dennis |  | **100 H. H. Robison Drive** |  | BOARD MEMBERS |
| Superintendent |  | **P. O. Box 817** |  | Michael Morgan, President |
|  |  | **Wetumpka, Alabama 36092** |  | Dale Bain, Vice President |
| Jason Mann |  |  |  | Leisa Finley |
| Chief Financial Officer |  | [**www.elmoreco.com**](http://www.elmoreco.com) |  | Joey Holley |
|  |  | **Telephone: (334) 567-1200** |  | David Jones |
|  |  | **Fax: (334) 567-1405** |  | Wendell Saxon |
|  |  |  |  | Brian Ward |

**PROPERTY PASS**

**EMPLOYEE NAME DATE LOCATION**

The above-named employee has received and is authorized to use device away from location above, subject to the conditions established in Board Policy 4.4 and 4.9, the tangible personal property described below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **PROPERTY DESCRIPTION** |  | **CONTROL NUMBER** |  | **SERIAL NUMBER** |
|  |  |  |  |  |
| **PROPERTY DESCRIPTION** |  | **CONTROL NUMBER** |  | **SERIAL NUMBER** |
|  |  |  |  |  |
| **PROPERTY DESCRIPTION** |  | **CONTROL NUMBER** |  | **SERIAL NUMBER** |
|  |  |  |  |  |
| **PROPERTY DESCRIPTION** |  | **CONTROL NUMBER** |  | **SERIAL NUMBER** |
|  |  |  |  |  |
| **PROPERTY DESCRIPTION** |  | **CONTROL NUMBER** |  | **SERIAL NUMBER** |
|  |  |  |  |  |
| **PROPERTY DESCRIPTION** |  | **CONTROL NUMBER** |  | **SERIAL NUMBER** |

**BY SIGNING BELOW THE EMPLOYEE AGREES TO THE FOLLOWING TERMS:**

1. The property remains the property of the Elmore County Public Schools and must be returned by the expected return date indicated below **or** at the end of enrollment, and in good condition.
2. The borrower shall ensure the safety of the property while it is in his/her possession.
3. The borrower has read and understands the provisions of the Board Policy 4.4 and 4.9{found on the back of this form}
4. In case of loss or damage, the borrower shall pay for the repair or replacement of the device as determined by Director of Technology or Superintendent and/or the leasing company and not by the employee.
5. This equipment may access but not store sensitive data; i.e., social security numbers, date of birth, etc. Only directory data may be stored on a device that leaves the district. This device may only be used for educational purposes.

**SIGNATURE OF RECEIVING EMPLOYEE DATE TO BE RETURNED IF A TEMPORARY CHECKOUT.**

**SIGNATURE OF AUTHORIZED PERSONNEL (PRINCIPAL/SCHOOL TECH COORDINATOR/DEPARTMENT HEAD, ETC.)**

This equipment is returned in good condition and is hereby acknowledged.

**DATE PROPERTY IS RETURNED SIGNATURE OF AUTHORIZED PERSONNEL**

**(PRINCIPAL/SCHOOL COORDINATOR/ETC.)**