

CATTARAUGUS-ALLEGANY BOCES
REQUEST FOR EQUIPMENT LOAN

Date: _____

EMPLOYEE LOAN:

Employee Name: _____
Employee Signature: _____

STUDENT LOAN:

Student Name: _____
Student Home School: _____
Student Signature: _____

EQUIPMENT INFORMATION:

Property Number: _____ (See Item or Inventory Sheet)	
Model Number: _____	Serial Number: _____
Description: _____ _____	

LOAN INFORMATION:

Date of Loan: _____ (Date you wish to take equipment)	Anticipated Return Date: _____
Purpose of Loan: _____ _____	

Approvals: _____
(District Superintendent of Designee) (Division Director)

Return Information:

Date Returned: _____ Verified: _____ Date: _____
(Division Director)

Signed: _____
(Purchasing Agent)

Original To: Employee (after loan returned – Original To: Purchasing Agent)
Copies To: District Superintendent (or designee), Division Director, Purchasing Agent