

**PALMYRA AREA SCHOOL DISTRICT  
TECHNOLOGY SIGN-OUT FORM**

Please complete the form below and return it to your school office.

Employee Name:

School:

Telephone Number:

Type of Equipment:

Serial Number/PASD number:

By signing below, I am acknowledging that I am borrowing the above equipment from the Palmyra Area School District. I further agree that:

1. I will, upon request, deliver the equipment to Technology Services by a specified date to provide it with the opportunity to perform any repairs or updates.

**Required Return Date:**

2. I am responsible for all damages that may occur while it is in my possession. If my personal insurance company does not cover damage or loss to the equipment, I am personally responsible for all damages or loss.

3. I understand that my use of technology is subject to all School District Policies including the district Responsible Use Policy.

Employee's Signature:

Date:

Date Returned:

Received By: