



**PROPERTY ASSIGNMENT APPROVAL FORM**

\_\_\_\_\_  
Employee ID #

\_\_\_\_\_  
Borrower's Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Description of Equipment

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
Return Due Date

\_\_\_\_\_  
Condition of Equipment

Borrower To Complete:

The borrower of the equipment agrees to return the equipment in the same condition as when received from the San Joaquin County Office of Education and further agrees to pay for any damage or loss incurred through negligence and agrees to pay for any corrective action taken to restore or replace the piece(s) of equipment to the original condition upon return except for normal wear and tear.

Borrower will not loan equipment to any person and agrees to return equipment no later than the "Return Due Date" above or upon request. Upon return borrower should secure a Property Return Form as proof of return.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name Printed