



**EDMONDS SCHOOL DISTRICT NO. 15**  
**Human Resources Division**

September 2007	<b>EQUIPMENT CHECK-OUT</b>	IX-H
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District-owned equipment\* is intended to be used to benefit the district. Issuance or checkout of such equipment for use off District property must have approval of the school, department or division leadership, and will be subject to the following:

1. Equipment may be issued to a staff member for a fixed or indefinite term while that individual is employed with the district.
2. It is the responsibility of the approving authority to determine that any equipment checkout will further the district's interests. Appropriateness of individual items checked out for an indefinite or long term will be reviewed at least annually by the approving authority to ensure the interests of the district are still being met.
3. Inventory Control Checkout Form #B173 must be completed when any item is checked out.

\* ***Equipment includes inventoried and non-inventoried tools, machinery, computers, vehicles and all other District-owned items.***