



# Equipment Loan Form

\*\*\***(Need at least 1 week advanced notice)**\*\*\*

Sedalia School District 200

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Description of Item(s)

\_\_\_\_\_  
Quantity

\_\_\_\_\_  
Any visible damage at pick up time

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Location for pick up

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Location for return

\_\_\_\_\_  
Any visible damage at time of return and/or missing item(s)

\_\_\_\_\_  
Authorized Organization Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized School District Signature

\_\_\_\_\_  
Date