



## EQUIPMENT LOAN AGREEMENT

Please sign agreement and return/fax to SERU

### BORROWERS DETAILS

Child/Student Name: \_\_\_\_\_ Educ ID Number: \_\_\_\_\_

School: \_\_\_\_\_ Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

### EQUIPMENT DETAILS

Catalogue Number:	Equipment Type:	Serial No:	L/A Sent:
			Date Due

Office Use Only

### LOAN AGREEMENT

This resource is only to be used by/for the child/student whilst attending the above DECS site. \* The equipment is to be used at the DECS site only. It is not to be lent or transferred to another person/school.

While on DECS property, this equipment is under due care according to the DECS Administrative Instructions and Guidelines, Section 1: General School Procedures, Part II, Division, 9 School Buildings, Grounds and Equipment, Care of Premises and Equipment.

All equipment loaned remains the property of the Special Education Resource Unit, DECS.

\*For secondary students wishing to take laptops home please contact SERU.

#### The preschool/school will undertake to:

- Notify the Special Education Resource Unit (SERU) if the child/student transfers to another DECS site
- Return the equipment to SERU within 7 days of the child leaving the current DECS site
- Contact SERU if any equipment on loan is damaged, broken, lost, stolen or not working
- Return the equipment to SERU in a clean condition and good working order. This includes all manuals, instruction sheets, cables, rechargers etc.
- Be responsible for the costs of repairing or replacing any damaged or stolen equipment
- Provide consumables to be used with this equipment
- Ensure that electrical tagging is carried out on equipment whilst on long-term-loan.

#### SERU will undertake to:

- Coordinate transfers of equipment and all warranty claims
- Manage service agreements for change tables and hoists
- Ensure all electrical equipment is tagged before dispatch to site
- Issue all loans with a review/return date. Equipment on loan for trial and evaluation is on loan for 1 term only.

I have read and accepted the terms and conditions for the item borrowed as outline above.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date / /

Name and Signature of Principal/ Director at borrowing school

For more information please visit the SERU Website: <http://web.seru.sa.edu.au>