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: ___________________________

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, chargers 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