Request ICT Equipment – Short Term Loan

Date:

Preschool/School:

Preschool/School Address:  

Postcode:  

Telephone:  
Fax:  
Courier:  
Email:  

Contact Person and Role:  
(DP, AP, Coordinator, Teacher)

Name of Child/Student:  
Student ID  

Parent/Caregiver:

Home Address:

Postcode:  
Telephone:  
Is the resource to be taken home use?  

Age:  
DOB:  
Year Level  
Level of Support  

Gender:  
NEP  
Aboriginal/Torres Strait Islander?  

Under the Guardianship of the Minister?  

Equipment Requested:


Please identify ICT training the teacher/SSO needs to assist in the use of this equipment:


Borrowing conditions:

This equipment is
• on loan for 1 term for the purpose of trial and evaluation
• to be returned promptly to SERU at the end of the loan period
• not to be taken off the school site during the loan period.

I agree to accept responsibility for this equipment while it is on school property and will ensure that it is returned to SERU in good repair.

Principal/Director  
Principal’s Delegate

FOR OFFICE USE ONLY

Manager, SERU  
Project Officer - ICT

A copy of this and other proformas can be found on the SERU website:  
web.seru.sa.edu.au