

COWLEY COUNTY EXTENSION COUNCIL
Use of Extension Technology Equipment
(computers, projectors, screens)

General Policies:

The Cowley County Extension Office provides equipment for use in educational programs in which Extension is involved.

- 1.) Equipment can be scheduled through the Office Professional, but agents will have first priority.
- 2.) Equipment should be returned promptly after use. If not, individual will be contacted.
- 3.) Office professional will record name of person borrowing and contact information.
- 4.) All equipment should be returned in clean and working order. Damaged equipment will be the responsibility of the person borrowing it. Equipment will be checked upon return.
- 5.) Needed normal repairs to equipment should be reported when the equipment is returned.

2007



Executive Board Chairman

I have read and understand the above policy and it's requirements.

(name)

(date)



Equipment Checkout Contract for Cowley County Extension Office

The Cowley County Extension Office provides some equipment to loan to clientele. This is provided as a convenience. These tools are the property of Cowley County Extension Office and are rather expensive to replace. The purpose of the contract is to ensure that equipment is returned to the Extension Office in the same condition and in a timely manner.

All equipment must be returned within one week of the time you check it out.

You are responsible for any damage or loss of equipment

Equipment borrowed _____

Name _____

Date: _____

Address _____

City/Zip _____

Phone _____

Signature _____

To be completed upon return

Return date _____

Signature _____

Extension Signature _____