



Equipment Sign-out Form

Matai Services Education Department maintains certain equipment (iPads, projectors, laptops, cameras, and other accessories) to serve the mission of education, and employee development by current Mataai employees and certain eligible students under the direct supervision of a current Matai employee.

This form assigns primary responsibility for Matai equipment to the borrower. The borrower will be responsible for taking the necessary precautions to protect the equipment and to store it in a manner that provides adequate protection when it is not in use, thus not subjecting the equipment to possible theft or damage. *If it is determined that loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the equipment.*

In accordance with company policy, all equipment will be used exclusively for company related business. Any personal use of this equipment requires express approval by Matai's Educational Director, Suzana Lewman, or designee. The equipment will be returned at the completion of the apprenticeship program or end of the employee's employment, whichever comes first. In the event of loss or damage, proper notification must be made immediately to a member of Matai's leadership team.

Inventory ID	_____	Date Signed Out	_____	Due Date	_____	Date Returned	_____
Borrower Name	_____			CSUID	_____	Phone Extension	_____
Item Description	_____						
Other:	_____						

1. The borrower will be responsible for return of the equipment in like condition as received.
2. If loss or damage of the equipment/property occurs and determination is made that the loss or damage is a result of negligence, the borrower may be held financially responsible for the repair or replacement of the item(s). Reimbursement to the development center by the borrower who checked the equipment out should be at the fair market value of the equipment/property at the time of loss.
3. Equipment cannot be loaned or transferred to a third party.
4. The borrower cannot modify the equipment in any way without written approval of Matai Services.
5. Equipment reservations must be made in person or email, and will be prioritized below Matai or Matai Development Center needs.
6. The borrower will make the equipment available at any time as requested by Matai.
7. All borrowers must go through one on one training with Matai Development Center or assigned trainer.

I have read the above information and agree to the terms and conditions herein contained.	
Borrower Signature _____	Equipment Manager _____
Date Signed _____	