



**THE NEW YORK CITY DEPARTMENT OF EDUCATION**  
JOEL I. KLEIN, *Chancellor*

DISTRICT 75  
BONNIE BROWN, *SUPERINTENDENT*

**STANDARD OPERATING PROCEDURES**

**Educational Vision Services**

**INVENTORY**

NEW YORK CITY **REQUEST FOR OFF-SITE**

PUBLIC SCHOOLS **EQUIPMENT/SOFTWARE UTILIZATION (STUDENT)**

(REV 6/01) *PRINT LEGIBLY EXCEPT FOR SIGNATURES*

**EVS Teachers:** Complete sections indicated by arrows.

**EQUIPMENT/SOFTWARE INFORMATION CURRENT SITE INFORMATION**

➤ ITEM DESCRIPTION:

\_\_\_\_\_

CURRENT SCHOOL/OFFICE/SITE ADDRESS:

**Educational Vision Services, 400 First Avenue, New York, NY 10010**

➤ MODEL NUMBER: \_\_\_\_\_

➤ SERIAL NUMBER: \_\_\_\_\_

➤ CONDITION OF EQUIPMENT: \_\_\_\_\_

➤ NAME OF STUDENT WHO WILL USE EQUIPMENT/SOFTWARE OFF-SITE:  
\_\_\_\_\_

REASON FOR OFF-SITE EQUIPMENT USE: Student will use equipment to complete school and home assignments in a timely fashion.

➤ ADDRESS OF PROPOSED OFF-SITE LOCATION (Student's home address):  
\_\_\_\_\_  
\_\_\_\_\_

➤ DATE OF EQUIPMENT/SOFTWARE TRANSFER TO THE HOME: \_\_\_\_\_

EXPECTED DATE OF EQUIPMENT/SOFTWARE RETURN TO SITE: **June** \_\_\_\_\_



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**Borrower's Agreement**

"I agree to be responsible for the designated equipment/software item while it is in my possession and to return it by the above indicated date. If the item is lost, stolen, destroyed or otherwise rendered inoperative while in my possession. I agree to reimburse the Board of Education for the item at replacement value. If the item is damaged, I agree to pay for its repair."

➤ \_\_\_\_\_

SIGNATURE OF PARENT OF STUDENT REQUESTING OFF-SITE USE OF THE ABOVE EQUIPMENT/SOFTWARE

➤ \_\_\_\_\_

SIGNATURE OF TEACHER DISTRIBUTING THE ABOVE EQUIPMENT/SOFTWARE

**Approval Signatures**

\_\_\_\_\_

PRINCIPAL/SUPERVISOR/SITE ADMINISTRATOR/OFFICE HEAD SIGNATURE /EXECUTIVE DIRECTOR SIGNATURE

**Certification of Equipment Return**

Date of Equipment Return \_\_\_\_\_

\_\_\_\_ I have inspected the returned equipment and verify it to be the same equipment as described above and have found it to be in the same condition as indicated above.

\_\_\_\_ Equipment was not returned in the same condition as when it left the site as described above. (Please explain below.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DIRECTOR'S SIGNATURE

**PLEASE RETURN TO:**

**Educational Vision Services**  
**400 First Avenue**  
**New York, NY 10010**