



# Receipt and Bond Form for Equipment Loan

Office of the Chief Operating Officer  
Department of Materials Management  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

MCPS Form 234-23  
May 2019

**DIRECTIONS:** Please complete this form whenever a piece of equipment leaves the school building or any MCPS property for an extended period of time. See [MCPS Regulation EDC-RA, Control of Furniture and Equipment Inventory](#) for more information.

School/Office \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Equipment	Bar Code #	Make	Model	Serial #	Value

Attachments or included materials:  
\_\_\_\_\_

I hereby agree to hold myself responsible for the security of this equipment while it is in my care. I agree to closely monitor all uses of this equipment. I will return this equipment by \_\_\_\_/\_\_\_\_/\_\_\_\_ or when requested by the school/office lending the equipment.  
*Date*

Print Employee Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

Signature \_\_\_\_\_ Telephone # \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Address \_\_\_\_\_  
*Street City State ZIP Code*

Approved by (Print name of Supervisor/Principal/Designee) \_\_\_\_\_

Signature of Supervisor/Principal/Designee \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

The above equipment was returned to \_\_\_\_\_  
*School/Office*

Date returned \_\_\_\_/\_\_\_\_/\_\_\_\_

Condition of equipment/materials \_\_\_\_\_

Received back by: Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please read the statement below and initial that you have read and understood the statement. \_\_\_\_\_

If the loaned equipment is lost, stolen, or damaged while on MCPS property, notify the appropriate administrator immediately. You may be asked to assist in filling out a police report in conjunction with [MCPS Form 234-17, Furniture/Equipment Inventory Property Report](#).

If the loaned equipment is lost, stolen, or damaged while off of MCPS property, it is the responsibility of the borrower to notify the appropriate administrator immediately of the loss. In addition, the borrower will be obligated for financial restitution of the equipment.

\*Most auto, homeowner, and renter's insurance will compensate for the loss.

**Keep completed copy of this form on file until equipment is returned.**