EQUIPMENT LOAN AGREEMENT

(To be completed by the supervisor)

In conjunction with my Telecommuting Authorization, I accept the **LOAN** of following equipment from the County of San Bernardino:

Equipment	Brand Name	Serial #
_____	_____	_____
_____	_____	
_____	_____	
_____	_____	

I agree:

- To maintain the above equipment in operating condition
- To operate the above equipment safely
- To return the above equipment to the department if I should resign, be transferred or discontinue telecommuting or if requested by the County.
- To use this equipment only to conduct County business.

_____

Employee's Signature Date

_____

Supervisor's Signature Date

___ I do not need any equipment from the County at this time.

_____

Employee's Signature Date