HOLLISTON PUBLIC SCHOOLS
Office of the Superintendent
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Bradford L. Jackson
Superintendent of Schools

Timothy M. Cornely
Assistant Superintendent

Equipment Request Form

Requests are now being accepted from staff members of the Holliston Public Schools who wish to borrow equipment for individual professional development or educational purposes. If you are interested, please return this form to the School Office.

Name: _____ Phone Number: _____

School: _____

Equipment needed: _____
_____
_____
_____

Dates needed:

Please briefly explain your reasons for needing this equipment: _____
_____
_____
_____

All equipment must be returned to the authorized contact at the school Office, in original working condition, on or before the due date. I agree to accept responsibility for the cost of any necessary repairs or replacement, should damage or loss occur.

_____ _____
Borrower's Signature Date

Serial Number: _____ **Model Number**: _____

Authorized Contact: _____ **Due Date:** _____
Signature

◆----------◆ Fill in at return ◆----------◆

Returned by: _____ _____
Borrower's Signature Date

Checked in by: _____ _____
Authorized Contact Signature Date