

EQUIPMENT LOAN CONTRACT

Easter Seals Arkansas
Technology and Curriculum Access Center
3920 Woodland Heights Rd.
Little Rock, AR 72212
Phone: 501-227-3611 Fax: 501-227-3601

Consultant _____ Date of Request _____

Requested by _____ Title _____

For Office Use:

Loan Date: _____ Due Date: _____

Renewal Due Date: _____ Renewal Due Date: _____

Date Returned: _____

Name of Student _____

School _____

Phone _____ FAX _____

Physical UPS Deliverable Address (*Please Check Address Location: School _____ Residence _____*)

County _____ School District _____

<u>EQUIPMENT</u>	<u>INVENTORY NUMBER</u>	<u>EQUIPMENT VALUE</u>	<u>2% LOAN FEE</u>
			\$5 Minimum

Total Loan Fees: \$ _____

Handling Fee: \$ 25.00 _____

Shipping cost, if applicable: \$ _____

Total Fees Due: \$ _____

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I hereby accept the items loaned and the terms of this contract. I understand that this equipment/device must be returned to Easter Seals by the date specified unless the contract is renewed and extension is granted by Easter Seals Arkansas. If damage occurs, please contact the Technology and Curriculum Access Center. If this equipment is not returned by the designated date, the school will be contacted and charged appropriately for the number of days that the equipment is late. If the items are not returned, the district will be billed \$50 for each month until the equipment is returned or replaced. If the equipment/device is not returned within three months of the due date, the district will be responsible for replacing the equipment/device.

Normal maintenance/updates will be the responsibility of the Technology and Curriculum Access Center. This includes replacing batteries, installing new software, etc.

Districts are responsible for the equipment, insurance, damage or loss, mailing cost, handling fee of \$25, and a loan fee of 2% of value of the equipment and/or device (\$5 minimum). School teams can utilize the device or equipment for a six week period of time. After that time, a new contract will be submitted to the district if the team feels it is necessary and appropriate to renew the contract to continue using the loan equipment. Easter Seals Arkansas has the discretion to choose to issue a new contract to the district.

Equipment is to be returned by the DUE DATE to the address at the top of this form via United Parcel Service (UPS) and insured for value indicated above.

I have read this contract in its entirety and agree to the terms of this loan contract.

PERSON RESPONSIBLE _____ **TITLE** _____

EMAIL _____

PHONE # _____ **FAX #** _____

PRINCIPAL OR LEA SUPERVISOR _____

EMAIL _____

PHONE # _____ **FAX #** _____

BILLING ADDRESS: _____
