



EQUIPMENT LOAN AGREEMENT



DATE: _____

I, _____ of the _____ hereby agree to the following terms and conditions when borrowing the equipment listed below from Cuyahoga County, Division of Public Safety and Justice Services.

Items Borrowed:

<u>Number 1</u>	<u>Description</u>	Cisco Router	<u>Serial No.</u> Attachment A
<u>Number 1</u>	<u>Description</u>	Cisco Switch	<u>Serial No.</u> Attachment A
<u>Number 1</u>	<u>Description</u>	APC UPS Power	<u>Serial No.</u> Attachment A
<u>Number 2</u>	<u>Description</u>	Polycom Telephone Hand-set	<u>Serial No.</u> Attachment A
<u>Number 2</u>	<u>Description</u>	Durabook Laptop Computers	<u>Serial No.</u> Attachment A
<u>Number 1</u>	<u>Description</u>	Cellular Connection/Hotspot	<u>Serial No.</u> Attachment A
<u>Number 2</u>	<u>Description</u>	Misc. Power supply, cords	<u>Serial No.</u> Attachment A

Initial Equipment Condition:

By signing this form, this agency agrees that all equipment has been tested prior to loan and has been verified to be functioning properly.

Damages:

By signing this form, this agency agrees to keep all loaned equipment in good condition.

The agency understands they assume responsibility for reporting any damages or equipment malfunctions immediately.

The agency understands they assume responsibility for all damages due to accident, neglect, abuse, or loss. In the event of damage or loss, full replacement value and/or all costs associated with repair or replacement of the equipment will be billed to the borrowing agency.

Return:

By signing this form, this agency agrees to return the equipment to the Cuyahoga County, Division of Public Safety and Justice Services no later than ___ days following the PSAP's return to normal operations.

By my signature this agency confirms receipt of a copy of this agreement and all above listed items. I have read and understand the conditions of the agreement. My signature is my commitment to adhere to these responsibilities and terms.

Lender:

Cuyahoga County, Division of Public Safety and Justice Services

Borrower:

Agency/Department Name *Print Authorized Party's Name*

Authorized Party's Signature *Equipment Receive Date*