

CAPITAL EQUIPMENT LOAN AGREEMENT

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Wisconsin Center for the Blind and Visually Impaired

For FERPA/HIPAA compliance please do **not** E-mail this form

Fax to: 608-758-6169

OR

MAIL to: WCBVI

Attn: Capital Equipment Request

1700 West State Street, Janesville WI 53546-5399

The Wisconsin Center for the Blind and Visually Impaired (WCBVI) wishes to make educational equipment available to local educational agencies (LEA's) for use in conjunction with programs for students who are blind or visually impaired.

The School District of: _____ (Student's district of residence), hereinafter call "the LEA,"

wishes to borrow for _____ (Student name), the following specified Capital Equipment:

Item Requested (*One item per form*): _____

Signature of TVI requesting item: _____

Therefore it is mutually agreed as follows:

1. WCBVI will loan equipment to the LEA for use with the student specified on this form.
2. The LEA agrees to return the equipment to WCBVI in good working condition, normal wear and tear excluded, at the conclusion of the term of agreement (Agreement End Date).
The LEA will insure and return the equipment in its original shipping box via commercial carrier or insured USPS and shall be responsible for all shipping costs.
3. The LEA assumes all risk of loss, theft, or damage to the equipment during the term of this agreement, and agrees to hold WCBVI harmless against it. In the event of loss or theft of the equipment during the term, the LEA agrees to reimburse WCBVI for the replacement cost of the equipment as specified on the reverse side of this document. In the event of damage to the equipment during the term, the LEA agrees to reimburse WCBVI for the actual cost of repair to the equipment, or replacement, whichever is less. WCBVI will assume risk and responsibility for equipment being used by students enrolled in WCBVI programming such as outreach or residential programs.

For LEA:

For WCBVI:

(Signature of Special Education Director)

(Signature)
Dawn Soto, M.S.Ed., Director of Outreach Services
(608-758-6145)

(Special Ed Director Name — Please print)

(E-mail of Special Education Director)

Street Address

City State Zip

____/____/____
(Date)

(____)____/____/____
(Telephone) (Date)

____/____/____
Agreement End Date (Please return equipment by this date).

The Wisconsin Center for the Blind and Visually Impaired is a bureau within the Division of Learning Support of the Wisconsin Department of Public Instruction. The Accessible Educational Materials Center of WCBVI provides materials and equipment to students who are blind or visually impaired visually in educational programs throughout the State of Wisconsin.

IMPORTANT: THIS EQUIPMENT DOES NOT FOLLOW A CHILD WHEN MOVING BETWEEN LEA'S OR PROGRAMS AND SHOULD NOT BE TRANSFERRED TO ANOTHER CHILD.

(OVER PLEASE)

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Student: _____ District of Residence: _____ <u>Location of Equipment:</u> School OR Home (as appropriate)~ School Name OR Parent/Guardian Name: _____ School Address OR Parent/Guardian Address: _____ _____ Contact Phone (TVI OR Parent/Guardian): _____ _____ Date Ordered: _____	Teacher of the Visually Impaired responsible for equipment: Name: _____ Address: _____ _____ _____ Phone: _____ E-Mail: _____	Ship To: (NO P.O. BOXES OR HOME ADDRESSES) School Name: _____ Attn: _____ Address: _____ _____ _____ Phone: _____ E-Mail: _____
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INSTRUCTIONS:

1. Use a separate form for each student AND each request when ordering capital equipment.
2. Have Page 1 of this form signed by the appropriate administrator with the authority to commit the district to the terms of this contract.
3. A signed copy of this document will be provided to the responsible party receiving the equipment.
4. It is the responsibility of the district to report any changes (including personnel or location) that affect this loan and a new contract must be submitted.
5. If a student moves to a different school district, this equipment must be returned and a new contract must be submitted by the new school district.

SCHEDULE OF EQUIPMENT

To be completed by WCBVI Staff	Item:	Serial Number:	Value:
Completed by:	Due Date:	Red Tag #:	Date Shipped:

NOTE: This Capital Equipment Loan Agreement remains in effect until the Due Date or when the equipment is returned or recalled by the WCBVI. If equipment needs repairs, return it, so it can be exchanged for working equipment. The LEA may be charged for repairs deemed beyond normal wear and tear.

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