



TRANSITION TECHNOLOGY LOAN AGREEMENT INSTRUCTIONS

PURPOSE

To document all technology/equipment items loaned to the individual/student for use in education and/or vocational preparation needs.

PREPARED BY

Vocational Rehabilitation (VR) Counselor completes this form with the assistance of the individual/student.

INSTRUCTIONS

Agreement Between: Enter the individual/student's name (first name, middle initial and last name).

Description (Brand Name, Model #, Serial #, Fixed Asset #, Manuals Peripherals): Enter the brand name, model #, serial #s and fixed asset # for each piece of equipment to include manual and any peripheral information that is given to the individual. Model and Serial numbers are usually found on the bottom of pieces of equipment. You may also include color, size or any other identifying information you deem as pertinent to each piece of equipment.

I, _____: Enter the individual/student's name (first name, middle initial and last name).

I understand this technology/equipment is being loaned to me and must be returned on the following date _____: Enter the two-digit month, two-digit day and four digit year the individual/student must return the technology/equipment.

Individual/student signs and dates the form.

Parent/Guardian signs the form, if appropriate.

Vocational Rehabilitation Counselor signs, dates the form and enters the District Office phone number to include the area code and seven-digit phone number.

DISTRIBUTION

Original: Individual/Student
Copies: Case Record