



Retired Inventory Program District Specialist Request

Please complete all areas of the request form. Incomplete request forms cannot be processed. If you have any questions about the request form, please contact loanbank@setbc.org.

Please note the following terms and conditions associated with any Retired Inventory Program equipment.

- Equipment obtained through the SET-BC Retired Inventory Equipment program will be transferred to the District Specialist’s school district
- The transferred equipment is for school district use and must not be sold
- The equipment has been checked to ensure it is in working order but is transferred “as is” and may be missing parts or contain unserviceable items (e.g. manuals, adapters, cables, batteries, etc)
- SET-BC is transferring stewardship of Retired Inventory Equipment to the school district – SET-BC will no longer provide any service to the equipment. Future repair, support or disposal of the equipment is the responsibility of the school district.
- Some equipment (e.g. AAC device) may be running outdated operating systems (e.g. Win XP) – equipment recipients are strongly encouraged to discuss the use of such systems with their district IT department to ensure compliance with district IT policy

Date of request:

Name:

District Name and Number:

District Specialist Role (e.g. SLP, OT, TVI):

Equipment Request

| SET-BC ID | Name of Item |
|-----------|--------------|
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Complete Shipping Address (no P.O Boxes) and contact phone number:

Signatures

District Specialist

Email

District IT Contact

Email