



BOARD OF EDUCATION OF THE BOROUGH OF RUMSON

60 Forrest Avenue • Rumson • N.J. 07760 • (732) 842-0354 • Fax (732) 842-4877

Office of Business Administrator
Ms. Debra Leigh Allen

Date:

Name:

Address:

The Rumson Board of Education is making available to _____, grade ____
the following piece of equipment:

Description _____

Make/Model _____

Serial# _____

Valued at \$ _____

Ownership of this equipment is vested with the Rumson Board of Education

The equipment should be returned to the Rumson Board of Education when the student no longer
needs the equipment or is no longer enrolled in the Rumson School District.

We ask that you accept responsibility for this piece of equipment and agree to supervise the use of the
same.

Sign below and return the original copy of this letter to Debra Allen, School Business Administrator,
Rumson Board of Education, 60 Forrest Avenue, Rumson, New Jersey 07760.

Sincerely,

Rumson Board of Education

Debra Allen, SBA

I acknowledge receipt of the above listed equipment and agree to be responsible for the care and
supervision of its use until such time as it is returned to the Rumson Board of Education.

X _____

Date: _____

Print Name: _____

Date Returned: _____ Received By: _____