

# COLUMBIA COUNTY PUBLIC WORKS DEPARTMENT LOAN AGREEMENT

ORGANIZATION NAME: \_\_\_\_\_

NAME OF PERSON RESPONSIBLE FOR BORROWED ITEM/S: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
CITY STATE ZIP

TELEPHONE: \_\_\_\_\_  
BUSINESS CELL ALTERNATE

EMAIL ADDRESS: \_\_\_\_\_

**ITEMS REQUESTED:**

Item	Requested	Returned	Item	Requested	Returned
Variable Message Reader Board			Safety Vest		
Roll Up Flag Signs & Stands			Traffic Plate		
Orange Cone			Incident Response Trailer *		
Light Tower/Generator					
Barricade					
Stop/Slow Paddle Sign			*See inventory sheet		

DATE/TIME ITEM/S TO BE PICKED UP: \_\_\_\_\_ DATE/TIME ITEM/S TO BE RETURNED: \_\_\_\_\_

LOCATION ITEM/S TO BE USED: \_\_\_\_\_

- I represent that I am the person responsible for the borrowed item/s from the Columbia County Public Works Dept.
- I have received a copy of the Policy on Borrowing Equipment, Supplies or Materials from the Columbia County Public Works Dept.
- I have received the MUTCD notice, if Variable Message Reader Boards will be borrowed.
- I have read and agree to comply with the rules therein and, as authorized person responsible for borrowed item/s
- I understand that damaged or lost item/s will be my responsibility to repair or replace.

PERSON RESPONSIBLE SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

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**FOR PUBLIC WORKS OFFICE USE ONLY**

Request approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Organization notified of approval by (staff initials): \_\_\_\_\_ Date: \_\_\_\_\_

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 Item/s pre-inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Date item/s taken: \_\_\_\_\_ Staff initials: \_\_\_\_\_

Date item/s returned: \_\_\_\_\_ Checked in by (staff initials): \_\_\_\_\_

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 Post Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_