# Missouri Assistive Technology Short-term Loan Agreement

Vocational Rehabilitation Borrower

ETC Program

|  | Please Complete |
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| Name of Client: |  |
| Name of Vocational Rehabilitation Counselor (VRC) /Borrower: |  |
| Complete VR Office  Street Address: |  |

## Borrower Rules and Obligations:

1. Equipment loans are made on a first come, first served basis for a period of five (5) weeks. Borrowed items must be returned at the end of the five-week loan period, unless prior arrangements have been made with the program administrator to extend the loan. Failure to return items promptly may result in a school district or agency being denied future loans. Only representatives of the school district or agency can make loan requests.
2. Device loans made to VR offices may be used in the office, in the client home or on the job. This will be determined by the VRC responsible for the loan and/or District Supervisor. The signature of both the client and the VRC is to ensure that all parties are aware of the parameters of the loan as well as the process for return of the device(s). Device loans must be approved by both the VRC and MoAT staff.
3. Borrowers are responsible for returning all loaned devices, as well as all related peripheral items. Borrowers must return all items via United Parcel Service (UPS). A pre-addressed shipping form is enclosed with the borrowed devices.
4. Borrowers must contact the program’s main office by phone at (816) 655-6708 or e-mail at [ETC**@mo-at.org**](mailto:ETC@mo-at.org) if any of the following occur: components listed on the enclosed packing slip are missing upon receipt, device is stolen or missing, or an equipment breakage or malfunction occurs during the loan. **Borrowers will be held responsible for damage to the loaned equipment and accessories due to misuse, abuse, neglect, or loss while the equipment is checked out to them.** It is illegal to copy or distribute any software loaned through ETC.
5. Failure to comply with the above listed responsibilities may result in loss of program privileges and potentially applicable financial liability.

## ETC Program Promise to Borrowers:

1. Endeavor to ensure that all loaned devices are fully functional at the time of the loan and that all related peripherals are enclosed.
2. Endeavor to ship requested equipment loan items, if available, to the individual within five business days of the initial request. If a device is not immediately available the borrower will be placed on a waiting list for the next available device.
3. Endeavor to maintain an inventory of devices meeting the wide array of needs individuals have and be responsive to their questions, concerns and needs related to the program and assistive technology.

Please sign in the space below. Signed applications may be emailed to [ETC@mo-at.org](mailto:ETC@mo-at.org), faxed to (816) 655-6710 or mailed to: MOAT ETC Program, 1501 NW Jefferson, Suite 206, Blue Springs, MO 64015

|  | Please Complete |
| --- | --- |
| Individual Borrower’s Signature: |  |
| Print Name: |  |
| Phone Number: |  |
| E-Mail Address: |  |
| County of Residence: |  |
| VR Counselor Signature: |  |
| MoAT Staff Signature: |  |

Updated 5/15/2024

Missouri Assistive Technology does not accept responsibility or liability for loss, injury or any other damages to persons or property resulting from the use of the materials borrowed from the ETC Program.

*The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, national origin, age, veteran status, mental or physical disability, or any other basis prohibited by statute in its programs and activities. Inquiries related to department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Director of Civil Rights Compliance and MOA Coordinator (Title VI/Title VII/Title IX/504/ADA/ADAAA/Age Act/GINA/USDA Title VI), 5th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email* [*civilrights@dese.mo.gov*](mailto:civilrights@dese.mo.gov)*.*