

**KNOX COUNTY SCHOOLS
MAINTENANCE & OPERATIONS DEPARTMENT**

HANDHELD RADIO REQUEST AND ACKNOWLEDGEMENT

SIGNATURE OF FOREPERSON/SUPERVISOR: _____
EMPLOYEE TO RECEIVE RADIO: _____
CRAFT/SCHOOL/ASSIGNMENT: _____
DATE: _____

You are receiving a Handheld Radio to facilitate your work efforts. Before you accept the radio, please read the statements below. Once you have read the statements below, sign at the bottom of the sheet and return this sheet to me.

1. The Knox County Schools Maintenance & Operations Department (KCSMO) is providing this radio for your convenience as an employee of the department.
2. KCSMO reserves the right to retrieve the radio and no longer provide the service to you if the need arises.
3. KCSMO will replace radios due to normal on-the-job wear and tear. However, radios that are damaged, destroyed or lost outside of normal on-the-job wear and tear will obligate the employee to repair or replace the unit at his or her cost. The current cost is approximately \$2,000.
4. When you leave this employment you must return your radio. Failure to return the radio will result in the value of the radio being deducted from your last paycheck.

I _____ agree to abide by the terms and conditions of the
(Print Please)

radio guidelines as delineated above.

Signed: _____ Date: _____

Radio Serial Number: _____