



Indiana Educational Resource Center (IERC)
Perkins Smart Braille Agreement Form

In borrowing the *Perkins Smart Braille* from the IERC, I agree to:

1. Assume responsibility for returning this item to the IERC **at the end of the borrowing school year.**
 - Retain packaging and return item in the same box in which it was sent.
 - Account for and return all items in the box, i.e. cords, power supply, manuals.
 - Return item via a trackable carrier with insurance options, i.e. UPS, USPS First Class Mail, FedEx, or delivered in person. Do not mail USPS “Free Matter for the Blind.”
 - When mailing, item must be insured for the replacement value of \$2,149.00.

2. Prevent loss or abuse of the *Perkins Smart Braille*.
 - Return item in clean and working order.
 - **Return equipment immediately if it ceases to operate.**
 - Assume financial responsibility of repairing/replacing item that is damaged (beyond normal wear and tear) as a result of neglect or carelessness while in your possession.
 - Replace item/s that are lost or damaged beyond repair.

Administrator’s Signature _____ Date _____

Administrator’s Name (Printed) _____ Phone _____

Staff Requesting Item _____ Position _____

School _____ School District/Cooperative _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email Address _____

School where the item will be used _____

Student who will be using the *Perkins Smart Braille*:

School Year _____

RETURN FORM TO:

Indiana Educational Resource Center (IERC)
Administrative Office of ISBVI
5050 E. 42nd Street
Indianapolis, IN 46226
Phone: (317) 554-2740 / (800) 833-2198