



AZ LTAP EQUIPMENT BORROWING POLICY

Retroreflectometer

How to Borrow

AZ LTAP accepts requests from local government agencies, FHWA, or other AZ State agencies (The Borrowing Agency) through submission of an *AZ LTAP Equipment Borrowing Agreement* (see page 2) via email: ttraining@azdot.gov on a first-come, first-served basis. THE BORROWING AGENCY may borrow the equipment for a maximum of two consecutive weeks and accepts responsibility for pick up and return of the equipment. Shipping is not permitted.

Proper Use and Handling

THE BORROWING AGENCY must uphold any software licensing agreements designated for the equipment, must apply adequate care and appropriate handling to minimize wear and prevent damage to the equipment, and must store the equipment in a secure and locked location when not in use.

Fees and Charges

Late Fee: A late fee of \$25 per day accrues to THE BORROWING AGENCY for each day beyond the agreed upon return date.

Damages: THE BORROWING AGENCY must reimburse AZ LTAP for the repair or replacement cost of any equipment or related parts / attachments / items that receives obvious **intentional** or **negligent** damage.

In the case of obvious **accidental** damage to equipment or related parts / attachments / items, THE BORROWING AGENCY must reimburse AZ LTAP for any repairs required to return the equipment to proper operating condition. If the equipment cannot be repaired, THE BORROWING AGENCY must reimburse AZ LTAP for 50% of the replacement cost of the equipment.

Lost / Stolen: In the case of stolen equipment or related parts / attachments / items, THE BORROWING AGENCY must file a police report and provide a copy of that report and any other related documentation to AZ LTAP.

In the case of lost equipment or related parts / attachments / items, THE BORROWING AGENCY is responsible for 100% of the replacement cost.



AZ LTAP EQUIPMENT BORROWING AGREEMENT

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By signing below, I hereby state: I read and understood the *AZ LTAP Equipment Borrowing Policy*. I am authorized to sign this agreement. I agree to the terms of and I accept responsibility for adherence to the *AZ LTAP Equipment Borrowing Policy* by THE BORROWING AGENCY.

Borrowing Agency	
Name of Authorized Signer	
Title	
Email Address	
Phone Number	
Equipment Requested	
	Road Vista Pavement Retroreflectometer
	Road Vista Sign Retroreflectometer
	Road Vista Sign Retroreflectometer
Requested Pick Up Date	
Requested Return Delivery Date (maximum 2 weeks)	
Signature	
Date Signed	