

## APPROVAL FOR USE OF PERSONAL PROPERTY

ITEM <sup>(1)</sup>	IDENTIFICATION <sup>(2)</sup>	INTENDED USE <sup>(3)</sup>	AGE <sup>(4)</sup>	VALUE <sup>(5)</sup>	DATES <sup>(6)</sup>	
					From	To

- (1) ITEM – List type of item (i.e.: camera, statue, book)
- (2) IDENTIFICATION – List brand; model number; serial number; title, if a book; label, & catalog number; other identifying data
- (3) INTENDED USE – State specific use as related to your job duties
- (4) AGE – List age of the item in years and fraction of years
- (5) VALUE – Estimate the actual cash value at the present time.
- (6) DATES – List the date that the item will be brought on campus and the date it will be removed. **All items must be removed by the end of the school year.**

I certify that the use of the above item(s) is related to my duties as an employee. I agree to take reasonable measures to ensure the safe keeping of the above items(s). I have read the policies and procedures for the reimbursement of lost personal property.

Employee’s Name (print) \_\_\_\_\_ Employee’s Signature \_\_\_\_\_ Date \_\_\_\_\_

The above items are approved for use for the time periods stated above.

Administrator’s Name (print) \_\_\_\_\_ Administrator’s Signature \_\_\_\_\_ Date \_\_\_\_\_

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