

SCHOOL YEAR _____

APPROVAL FOR USE OF PERSONAL PROPERTY

ITEM ⁽¹⁾	IDENTIFICATION ⁽²⁾	INTENDED USE ⁽³⁾	AGE ⁽⁴⁾	VALUE ⁽⁵⁾	DATES ⁽⁶⁾	
					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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