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PERSONAL PROPERTY USE APPROVAL FORM
(PER BOARD POLICY AR4556.3)

THE DISTRICT MAY PAY THE COST OF REPLACING OR REPAIRING PROPERTY (EXCLUDING MONEY, EDIBLE ITEMS OR ITEMS IDENTIFIED AS FOR PERSONAL USE) OF AN EMPLOYEE TO A MAXIMUM OF TWO HUNDRED FIFTY DOLLARS (\$250) PER OCCURRENCE IF ALL BOARD POLICY CONDITIONS ARE MET. *THIS FORM MUST BE ON FILE AT THE SCHOOL OFFICE PRIOR TO ANY CLAIM FOR LOSS OR DAMAGE.*

EMPLOYEE: _____

SCHOOL / SITE: _____

DATE: _____

ITEM: _____

Name, brand & serial number

ESTIMATED VALUE: _____

PLEASE PROVIDE A DESCRIPTION OF THE USE OF THE EQUIPMENT OR PROPERTY AS REQUIRED BY THE EMPLOYEE'S SUPERVISOR TO BE USED IN THE PERFORMANCE OF THE DUTIES AS ASSIGNED:

TIME PERIOD EQUIPMENT OR PROPERTY IS EXPECTED TO BE ON SITE:

FROM: _____ TO: _____

Employee Signature Date

School / Site Administrator Signature Date