NOTIFICATION OF PERSONAL PROPERTY BEING BROUGHT ONTO DISTRICT PREMISES FOR WORK-RELATED PURPOSES

Name _____ Position _____

Building _____ Room Number (If Applicable) _____

Item _____

Intended Use _____

_____

Value of Personal Property _____

Length of time personal property will remain on District property:

From _____ To _____

Will the personal property be left at District overnight? YES NO

If yes, where will it be stored? (It is the employee's responsibility to use the personal property in a safe manner, consistent with Board policy and guideline, and store it in a secure location.)

_____

_____

I have read the Board policy on personal property, and understand and agree that the _____ District Board of Education is not responsible for any loss, damage or misuse of the personal property identified above, unless expressly provided for in the Board's Use of Personal Property At School Policy.

_____ _____

Board Employee Date

I acknowledge that the above employee has notified me that s/he intends to bring the above-referenced personal property onto District property for the period of time specified above.

_____ _____

Administrator Date

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