

**WILLARD CITY SCHOOL DISTRICT**

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

4/07