**Off-Site Usage**

**Form S-521 11-15**

**PURPOSE:** This form is for assets used away from CPSB property, most typically at home for classroom or school board business.

All assets should be listed on the form with tag and serial numbers included. The form should be signed and dated by the assignee. The assignee should be aware that they accept full responsibility for all assets listed.

The principal or department head must also sign and date giving their approval.

This form must be kept on file at the originating school or department. It should be readily available for audit and/or insurance purposes.

This form has no expiration date. Should the asset(s) no longer be used off-site it, the return should be documented by signature of the principal or department head on the “Received by” line.

In case of damage, loss or theft while off-site this form should be included with submission of the Property Incident Report.