

G-10: District Property Sign Out

DESCRIPTION OF PROPERTY

Salt Lake City School District property, on justifiable occasions, may be taken from the district premises, but only for school district business purposes, and only after completion and approval per this form.

I, the undersigned, certify that the below described property, i.e. equipment, furniture, etc. will be in my possession beginning _____ and will be returned to the district on _____.

In performing my duties as an employee of the school district, it is necessary to use my assigned property at: _____ for the following purpose(s): _____

Property Description

Item:	Serial Number:	Inventory Number:
_____	_____	_____
_____	_____	_____
_____	_____	_____

School/Department: _____ Room Number: _____

GUIDELINES

- I understand I am responsible for any damage to or loss of property if it is taken from district premises.
- I verify that I have homeowner's or renter's insurance which will pay for the repair or replacement of the property should it be required.
Policy Number: _____ Company: _____
- If necessary, I authorize the Salt Lake City School District to reduce my payroll check to cover the replacement cost of the property if it is not returned. I agree to repay the district promptly for unreturned equipment if my last payroll check has already been issued, or is not sufficient to cover the cost of replacement.
- The administrator is responsible for all property in his/her building/department.
- Property should not be relocated to another department or school, without express written consent from the business administrator's office to ensure appropriate tracking of the equipment.
- Under unique and extraordinary circumstances, an employee's responsibility to cover the cost of repair or replacement may be reduced if documentation is submitted to and approved by the business administrator.
- One copy of this completed form to be sent to the business administrator's office, one copy to be held on file in your school/department, and one copy given to employee.

REQUIRED SIGNATURES

I understand that violation of the provisions stated above may result in disciplinary action by the district.

Employee ID: _____

Employee's Signature: _____

Print Name: _____

Administrator's Signature: _____

Print Name: _____

No district employee or student shall be subjected to discrimination in employment or any district program or activity on the basis of age, color, disability, gender, gender identity, genetic information, national origin, pregnancy, race, religion, sexual orientation, or veteran status. The district is committed to providing equal access and equal opportunity in its programs, services and employment including its policies, complaint processes, program accessibility, district facility use, accommodations and other Equal Employment Opportunity matters. The district also provides equal access to district facilities for all youth groups listed in Title 36 of the United State Codes, including scouting groups. The following person has been designated to handle inquiries and complaints regarding unlawful discrimination, harassment, and retaliation: Whitney Banks, Compliance and Investigations, 440 East 100 South, Salt Lake City, Utah 84111, (801) 578-8388. You may also contact the Office for Civil Rights, Denver, CO, (303) 844-5695.