



Kings Canyon Unified School District

675 W. Manning Ave. Reedley, CA 93654 · (559) 305-7010

Equipment Use Authorization

Name:

Position:

School:

Employed By: Kings Canyon Unified School District

675 W. Manning Ave., Reedley, CA 93654 · (559) 305-7010

Equipment Description:

Manufacture Serial #

District Inventory #:

Responsibility Clause

The above described equipment will be used for District purposes while in my possession. I understand that the loss, damage, or theft of the equipment will be my responsibility to replace or repair. Upon retirement, reassignment, or termination of employment from the District, I am responsible for the return or replacement of the equipment to the District.

I hereby agree to the above equipment listed and responsibility clause as stated.

Dated this _____ day of _____

Employee

I as a manager of the Kings Canyon Unified School District am responsible for the above equipment and supervising the above employee, authorize the use of the above equipment by the stated employee for use of District property.

Dated this _____ day of _____

Manager, Director, Principal, Superintendent

Equipment returned to the District

Dated this _____ day of _____

Manager, Director, Principal, Superintendent