



Business Services

1875 West Lowell Avenue, Tracy, CA 95376

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TEMPORARY USE OF PERSONAL PROPERTY ON SCHOOL PREMISES - 2023/2024
(form must be completed in its entirety and returned to Business Services prior to use/placement)

Name: _____ Site/Location: _____ Date: _____

Complete description of personal property, including model and serial numbers:

Quantity:	Description/Condition:	Model #:	Serial #:	Purchase Date/Value

Proposed use of personal equipment: _____

Justification for need of personal equipment: _____

Period of time equipment is required: FROM: _____ TO: _____
(date) (date)

Name, address, phone number of legal owner of above property: _____

Owner's insurance carrier (please include name of company, address, phone number, and agent's name):
(NOTE: TUSD does not insure personal property) _____

Policy number, deductible, and expiration date: _____

Location of use (site, room, etc): _____

Approval of site administrator and date: _____

Property owner's signature and date: _____