

**SARATOGA UNION SCHOOL DISTRICT  
PERSONAL PROPERTY AUTHORIZATION**

The Bargaining Agreement between SUSD and STA provides for reimbursement for the loss of personal property used in the employee's work provided:

- This form is completed in its entirety and authorized by the site administrator prior to the date of the loss and
- STA Pg. 11, No. 20 **Loss of Property:** If a unit member brings to school personal property for the performance of the unit member's duties and such property is lost, destroyed or damaged through no fault of the unit member, the District shall reimburse the unit member the cost of the repair or replacement. Such use must be authorized by the site administrator on a form provided by the District and available at each site. Reimbursement is limited to the lesser of (a) the unit member's homeowner's insurance deductible or (b) the District's deductible. The District shall provide a lockable area within the unit member's working area.

Such reimbursements do not apply to:

- Losses occurring during summer recess or when the employee is on leave of absence

Name of Employee: \_\_\_\_\_

Work Location: \_\_\_\_\_

	Please Print				Please Print		
Description of Property	Model/ Serial No.	Purchase Date	Purchase Price	ACV*	To Be Used For	Where Stored	Needed From Date To Date

\*Actual Cash Value

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Authorization: \_\_\_\_\_

Date: \_\_\_\_\_