

Merced City School District
Approval for Use of Personal Property at Work

Employee _____ Date _____

Site _____ Estimated period of required use _____

Item	Value Declared by Employee	Value Agreed upon by Administrator

Note: Items must have a combined value of \$15.00 or more to be listed

Any claim for loss, destruction, or damage to personal property made in conformance with Board Policy 3321 must be supported by this form properly completed at the time the items were brought to the school.

Employee Signature: _____

Approved (Supervisor or Administrator): _____

Original to Employee, copy in immediate supervisor's office