



ONTARIO-MONTCLAIR SCHOOL DISTRICT
Ontario, California

PERSONAL PROPERTY USED IN THE SCOPE OF EMPLOYMENT
APPROVAL FORM

Employee's Name: _____ School/Site: _____ Date: _____

It is requested that the following item(s) of personal equipment of property belonging to me, be approved for use at the above school/site.

EMPLOYEE: Please identify any visible damage or defects of equipment/property listed.

ITEM #	DESCRIPTION (make, model, year)	SERIAL#	APPROVED VALUE
--------	---------------------------------	---------	----------------

1. _____
2. _____
3. _____

Item#1 May ____, may not ____, remain at school/site over weekends ____, holidays ____, vacations ____.

Item#2 May ____, may not ____, remain at school/site over weekends ____, holidays ____, vacations ____.

Item#3 May ____, may not ____, remain at school/site over weekends ____, holidays ____, vacations ____.

Employee signature _____ Date _____

To Authorizing Site Administrator: Your signature signifies you are familiar with the contents of **Business Procedure #27-3490** and have complied with appropriate regulations before signing this form.

School/Site Administrator signature: _____ Date: _____

Note: When value of equipment/property is \$150 or more, authorizing site administrator must also obtain agreement of Director of Purchasing on value of item before signing. When this form is received in Purchasing Office, Director of Purchasing may sign, signifying that concurrence was obtained.

Director of Purchasing signature: _____

Personal property such as automobiles, clothing, jewelry, glasses watches, furniture, furnishings, briefcases, etc., are not reimbursable articles.

No reimbursement shall be made for mysterious disappearance, accidental damage, loss suffered because of lack of care by the owner, or any other cause not specified in the policy.

The maximum recovery allowable for any occurrence is \$500.