

EMPLOYEE/STUDENT PERSONAL PROPERTY

SAMPLE FORMS:

CALANYWHERE SCHOOL DISTRICT

E 3512.1

TEMPORARY USE OF PERSONAL PROPERTY ON SCHOOL PREMISES

Requested By _____ Date of Request _____

Complete description of personal property, including model no. and serial no.:

Model	Serial	Purchase Date			
Quantity	Description/Condition	No.	No.		& Price
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Actual Cash Value \$ _____

Proposed use of personal property:

Reason why this personal property is needed:

Period of Time Required: _____, 20__ to _____, 20__

Owners Name _____ Address _____ Phone _____

Owner's Insurance carried by:

Insurance Company/Agent _____ Address _____

Phone # _____ Policy# _____ Deductible _____

Date of Expiration _____

Signed _____ Date _____

Administrator in Charge

PERSONAL PROPERTY REIMBURSEMENT CLAIM

Request is hereby made to the district for reimbursement for my property loss.

- 1. Name _____ Position _____
 Home Address _____ Telephone _____
 Campus or Office _____ Telephone _____
- 2. Description of property (if auto, give year, make, model & license number)

- 3. Description of Loss (details of actual loss, place, date, time and other pertinent details)

- 4. How did loss occur? _____
- 5. Loss reported to: Security _____ Police _____ Other _____
- 6. Witnesses (names, address and telephone number) _____

- 7. Party Causing Loss (if known) _____
- 9. Amount of loss \$ _____ (Attach estimates/receipts)
- 10. Amount covered by insurance _____

I certify all statements to be true and claim the above amount as full reimbursement. I further certify that I have exhausted all other means of reimbursement reasonably available to me. If the claim is allowed, I hereby subrogate to the district any right to recover compensation for such damaged property.

Signature: _____ Date: _____

Certification of Supervisor. I believe the above to be a true and accurate statement of the facts.

Signature: _____ Date: _____

FOR BUSINESS USE ONLY

Determination made by the District: _____