

NEW HAVEN UNIFIED SCHOOL DISTRICT

REQUEST TO USE PERSONAL EQUIPMENT FOR INSTRUCTIONAL PURPOSES

I request permission to utilize the equipment item/s listed below in the instructional program for the period designated on this form.

If permission is granted, the district will reimburse me up to \$100.00 per incident if the equipment is lost, destroyed or damaged by arson, burglary, or vandalism occurring outside of the regular school hours. Prior to reimbursement, an appropriate report must be filed with the Educational Services Center and the Police Department.

Instructions for completion of the form:

1. Write name, department, school assignment, and room number. (The room number should be the room number where the equipment will be kept.)
2. List in the spaces provided the quantity, description, serial number, and the total value of each item.
3. Write the date on which the equipment will be removed from the school site. A new form must be filed if removal date changes.
4. Sign and date the request in the space provided.
5. Present the request to the site administrator.

Employee Name _____ Department _____

School _____ Room Number _____

Quantity	Description	Serial Number	Total Value \$	Date of Removal

If the equipment is lost, destroyed, or damaged by arson, burglary, or vandalism occurring outside the school day, a written request for reimbursement will be submitted to the site administrator with a copy of the original request for use of the equipment approved by the principal, copies of the appropriate district and police reports filed, and a statement of any insurance reimbursement expected.

Signature _____
(Employee)

Date _____

Distribution: Business Department
Principal/Department Head
Employee

Approved _____ Disapproved _____

Signature _____
(Administrator/Principal/Designee)

Date _____