

**HUNTINGTON BEACH CITY SCHOOL DISTRICT**

**PERSONAL PROPERTY**

I, \_\_\_\_\_, request the authority to bring personal property to school to be used in the instructional program of the school.

The equipment is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Said equipment has a value of \*\$\_\_\_\_\_.

I will cause said piece of equipment to be secured in a locked, safe area in my room or school.

Describe area where item will be kept: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This agreement is entered into from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
Signature of Employee

Approved by: \_\_\_\_\_  
Principal/Site Manager

\_\_\_\_\_  
Assistant Superintendent, Admin. Services

*\*Per contract agreement between Huntington Beach City School District and the Classified School Employees Association, Chapter 316, Article VI, Section 6.2, Employee Expenses and Materials, the District shall reimburse an employee for replacement value or an amount not to exceed \$2,000.00, whichever is the lesser amount for any loss, damage or destruction of personal property or equipment.*