SCHOOL DISTRICT NO. 48 (SEA TO SKY)

ADMINISTRATIVE PROCEDURES 400 – STAFF PERSONNEL

AP 404 REIMBURSEMENT AND RECOGNITION

AP 404.1 Loss or Damage to Employees' Property

This form must be completed and registered by serial number or otherwise with the principal or supervisor at the beginning of the period of time that it is kept on school or district property.

Registration of Personal Property Being Used by an Employee

Employee's Name: _____ Employee Number: _____

Location Personal Property is to be used or stored:

_____

Details of Personal Property

Article/Brand Name	Model	Serial Number	Approx. Value

Approved: _____ Date: _____
Supervisor

In accordance with Policy 404.1, no claim for loss or damage to Employees' Property will be considered unless the property was registered at the beginning of the period of time that it is kept on school or district property.

Adopted: June 9, 1999