

# Personal Property Approval Form

(For Property Related to Instructional Responsibilities and Valued at More than \$500)

Each item on this form must be approved by the building principal.

**Eugene School District 4J, Risk Management Services**  
**(Print this form and use as a copy master.)**

Before using personal property for instructional purposes on school premises or at school-sponsored activities, complete the form below and review it with your principal. To be eligible for replacement or repair of personal property, the completed form must be signed by your principal before the items are brought to school or to a school event. (For more information about using personal property for instructional purposes, review "Staff Personal Property: Policy and Procedures for Reimbursement for Loss or Damage" available from Risk Management Services or your school principal.)

**PRINCIPAL: Cross off and initial any items listed below which you do not approve.**

Complete the Information Below to Register All Items Valued at More Than \$500

Name \_\_\_\_\_

School \_\_\_\_\_

List items below:	Dates of Use in Building:		Value:	Serial #, model #, or other identifying information:
	From:	To:		
1. _____	_____	_____	\$ _____	_____
2. _____	_____	_____	\$ _____	_____
3. _____	_____	_____	\$ _____	_____
4. _____	_____	_____	\$ _____	_____

List additional items on other side.

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Principal's Signature Date

**Keep a copy of this form on file in the school office.**

If a claim is submitted to Risk Management Services, a copy of this completed form must have been on file with the principal from the date when personal property was first used for instructional responsibilities.

**Note to Principal:** The building assumes the cost of a \$250 deductible in the event of theft of, or damage to, the items listed.