

# HUNTINGTON BEACH CITY SCHOOL DISTRICT

## REPLACEMENT OF PROPERTY CLAIM FORM

Account Number: \_\_\_\_\_ Date: \_\_\_\_\_

According to the Agreement between the Huntington Beach City School District and the Classified School Employees Association, Chapter 316, I hereby request replacement of person property not to exceed \$2,000.00 for loss, damage, or destruction of personal property or equipment while on duty in the school, on school premises, or on a school approved activity.

Personal property is defined as personal items worn by a teacher such as eyeglasses and articles of clothing. Equipment shall mean instructional items approved by the principal for use in the classroom.

Name of Claimant: \_\_\_\_\_

Date of Incident: \_\_\_\_\_

Date Principal approved equipment for school use: \_\_\_\_\_

Location: \_\_\_\_\_

Item lost or damaged: \_\_\_\_\_

Value (attach receipt for replacement): \_\_\_\_\_

Type of property or equipment (give specifics, i.e, brand name, model number): \_\_\_\_\_

\_\_\_\_\_

Explanation as to loss: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approval for payment: \_\_\_\_\_  
Employee

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

\_\_\_\_\_  
Principal/Site Manager

*\*Per contract agreement between Huntington Beach City School District and the Classified School Employees Association, Chapter 316, Article VI, Section 6.2, Personal Property, 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.*