

# 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 Huntington Beach Elementary Teachers Association, 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 Huntington Beach Elementary Teachers Association, Article XII, Section 12.7, Personal Property, the District shall reimburse a teacher 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.*