Removal of Equipment from School Board Property

I. Purpose:

This regulation establishes guidelines for removing School Board equipment from School Board Property.

The School Board has established a policy that no School Board equipment may be removed from its assigned place of use except with prior written permission of the appropriate administrator/budget holder.

II. Scope:

This regulation if applicable to all administrators/budget holders responsible for the accountability of equipment.

III. Criteria:

A. Although School Board Policy 426.01 provides for removal of equipment in special circumstances, it is not the intent of the School Board that equipment be used for personal reasons. Therefore, building administrators/budget holders are cautioned to insure that equipment will not be loaned for personal use.

B. Written permission to use School Board equipment must be obtained through the appropriate building administrator/budget holder before equipment can be removed from School Board property. A property loan receipt (Form No. 7530-0101) is used to request permission and is completed according to the following instructions. See sample attached.

1. Loaning school or department will be entered in the space.

2. Date of request.

3. Stock number of equipment being loaned.

4. Descriptive information and serial number of equipment being loaned.

5. Quantity.

6. Enter the date that the equipment is to be returned.
7. The requestor will enter name, title, department and telephone number.

8. Fully explain the purpose of the loan.

9. Granting of loan request is acknowledged by the signature of the building administrator/budget holder in this block.

10. Upon removal of equipment, the requestor shall sign the receipt information in this block.

11. When loaned items are returned a signed receipt is made and given to the requestor.

C. Disposition of copies of the property loan receipt form are as follows:

1. Copy four (4) is given to the user when the equipment is signed for and removed from School board property.

2. Three copies are held in suspense until the equipment is returned and checked.

3. When equipment has been returned and checked, a copy with the return receipt signed is given to the user.

4. The original is filed in a permanent equipment loan file and copy two is filed with the inventory records.

D. If the equipment is returned in unsatisfactory condition, a notation to this affect will be made in the return receipt section of this form. When necessary repairs are made the cost of parts and labor will be billed to the user for payment.

The Supervisor of Supply Services shall be responsible for the implementation and monitoring of this regulation.
### Property Loan Receipt

**School/Department**

<table>
<thead>
<tr>
<th>Stock No.</th>
<th>Description—Include Serial No.</th>
<th>Quantity</th>
<th>Date To Be Returned</th>
</tr>
</thead>
</table>

**Loan Requested By:**

- **Name:** ____________________________
- **Title:** ____________________________
- **Dept:** ____________________________
- **Telephone No:** ____________________

**Purpose of Loan:** Explain fully the purpose and use for which this school property is being requested.

**Loan Approval:**

I hereby certify that this request is in accordance with School Board Policy 426.01 and therefore grant approval of the loan.

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Equipment Accountable Officer

**Receipt:** I acknowledge receipt of the items listed above and accept full responsibility for providing proper safeguarding of this property while in my possession. I will make any requested restitution required to bring property back to the same condition as when borrowed.

- **Date:** ____________________________
- **Name Printed:** ____________________
- **Signature:** ________________________

**Return Receipt:**

All items listed above have been returned in satisfactory condition and all responsibilities have been released.

- **Received By:** ____________________________
- **Date:** ____________________________

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(1) Original — Permanent File  
(2) Pink — Suspense File  
(3) Yellow — User on Return  
(4) Goldenrod — User

**Form No. 7530-0101 (Rev. 1-85)**