

\_\_\_\_\_ SCHOOL DISTRICT  
INVENTORY OF EMPLOYEE PERSONAL PROPERTY

Item Description: \_\_\_\_\_ Market Value: \_\_\_\_\_

Purpose for bringing item onto school premises: \_\_\_\_\_

Location of Item: \_\_\_\_\_

Date Item Brought to District/School: \_\_\_\_\_

Date Item Removed from School Property: \_\_\_\_\_

***The District will not be responsible for general maintenance. Employee shall be responsible to ensure that item is stored, used, and handled accordingly while on school premises. This item will be placed on the District's Liability Insurance should there be a loss for which the District is found negligent.***

Approval of personal property on school premises:

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

Superintendent/Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_