



# North Kitsap School District 400 Personal Equipment Registration

6540F

**Instructions:**

This form is to be used to register any equipment owned by district employees that will be used for district work. Personal equipment must be registered to provide coverage for the employee in the event of loss. The coverage, if any, is outlined in collective bargaining agreements, North Kitsap School District Board Policy 6540; and/or the district's current Washington State Schools Risk Management Pool Coverage Agreement. The employee must notify his/her supervisor when the equipment is no longer to be used for district purposes.

Date: \_\_\_\_\_ Employee Name: \_\_\_\_\_ Building/Department: \_\_\_\_\_  
(please print)

| Description<br>(include model #) | Manufacturer | Serial Number | Age<br>(in years) | Original<br>Cost |
|----------------------------------|--------------|---------------|-------------------|------------------|
|                                  |              |               |                   |                  |
|                                  |              |               |                   |                  |
|                                  |              |               |                   |                  |
|                                  |              |               |                   |                  |
|                                  |              |               |                   |                  |
|                                  |              |               |                   |                  |
|                                  |              |               |                   |                  |
|                                  |              |               |                   |                  |

**Board Policy 6540/Management Support (adopted February 11, 1999)**

"The district shall not assume responsibility for the maintenance, repair or replacement of any privately-owned property brought to a school or district function unless the use or presence of such property has been specifically requested in writing by the administration. The district shall not make reimbursement for loss or damage to a staff member's personal equipment or material brought to school unless evidence can be shown that it was necessary or highly desirable for use in the school program. Evidence of loss or damage must show that the loss was not due to any negligence or fault of the staff member. The following guidelines shall apply:

- a) Leaving items of obvious value at the school over a weekend or vacation period should be avoided.
- b) The district shall not reimburse for loss of money or personal effects.
- c) The use of personal equipment for instructional purposes must have the prior approval of the principal or supervisor.
- d) The staff member must verify that no personal insurance coverage is applicable to the loss or damage.
- e) Claims for loss must be filed within five (5) days after the damage or loss. Claimants must attest to a Notary Public as to the nature of the loss and the value of the item.
- f) Proper documentation shall accompany the requisition for reimbursement."

I certify that the above-described equipment is provided by the employee for use in authorized district programs. It is understood that when the equipment is no longer to be used for district purposes, this Personal Equipment Registration will be rescinded.

Date equipment registered with district: \_\_\_\_\_

Signed Employee Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

When rescinding this Personal Equipment Registration, enter the date below on both the employee's and supervisor's copies and forward the supervisor's copy to the Business Office Secretary.

Date Registration Rescinded: \_\_\_\_\_ Supervisor: \_\_\_\_\_

DISTRIBUTION:  
WHITE: Business Office/Secretary  
CANARY: Supervisor  
PINK: Employee