

Salt Lake City School District  
G – 10 Form (See Policy and Administrative Procedures)

Title: Property Accountability

Index: G=General Policies

Salt Lake City School District property, on justifiable occasions, may be taken from the district premises, but only for school district business purposes, and only after completion and approval per this form.

I, the undersigned, certify that the below described property, i.e. equipment, furniture, etc. will be in my possession beginning \_\_\_\_\_ and will be returned to the district on \_\_\_\_\_. In performing my duties as an employee of the school district, it is necessary to use my assigned

property at \_\_\_\_\_ for the following purpose(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property Description

Item	Serial Number	Inventory Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

School/Department \_\_\_\_\_ Room Number \_\_\_\_\_

Employee's Signature \_\_\_\_\_

Administrator's Signature \_\_\_\_\_

I verify that I have homeowner's or renter's insurance which will pay for the repair or replacement of the property should it be required.

Policy Number \_\_\_\_\_ Company \_\_\_\_\_

Administrator is responsible for all property in his/her building/department.  
One copy of this completed form to be held on file in your school/department, and one copy given to employee.