

Sutherlin School District**Removal of School District Property**

School furniture and equipment have been provided for use in the instructional programs of the district. Removal of furniture or equipment from school premises for other than instructional activities conducted by district employees must have prior approval of the superintendent or business manager. A principal may approve removal of instructional equipment if it is to be used by a member of the school staff and for a use that is related to the instructional program.

Computers may be loaned to school employees during the summer break. Employees must provide a certificate of insurance that covers personal property and all equipment must be returned in original condition one week prior to the first day of in-service.

District Board Policy KGF/EDC – Removal of School Property

Name of Employee: _____

Address : _____

Phone #: _____

Location of computer if different from address above: _____

Make: _____ Model: _____ Serial: _____ Value: _____

Agent's Name: _____

Company Name: _____

Policy Period: _____

Coverage Limits: _____

Evidence of Property attached:

Date removed from school: _____ Date returned to school: _____

Signature of employee: _____

Principal Approval: _____

Technology Coordinator Approval: _____

Date received at district office: _____