

Aurora Public Schools Registration of Personal Property

Personal property brought onto District premises remains the responsibility of the employee in the event of damage to or destruction of the property **unless**:

- The employee registers the property by completing this form; AND
- The personal property is an item not supplied or provided by the District; AND
- The principal or immediate supervisor gives prior approval to the usage of the personal property for an instructional or work related purpose by signing this form; AND
- The damage to or destruction of the property is not caused by the employee's negligence; AND
- The damage or destruction is due to a covered cause of loss under the District's property policy.

Employee name: _____ Location: _____

Description of Personal Property: _____

Estimated value of property: _____ Available through District? YES NO

How is the item to be used? _____

I, the undersigned employee, certify that the above information is true and correct to the best of my knowledge. I agree to exercise the same standard of care and protection for this property as for my own purse or wallet, and I understand that failure to secure this property by that same standard of care may be deemed negligence in the event of destruction of or damage to this property.

Signature of Employee

Date

The principal or immediate supervisor's signature below indicates that he or she has reviewed the above registration form, determined there is no equivalent item available through the District, approved the intended use of the item registered above as appropriate and necessary for an instructional or work related purpose, and accepted liability for destruction of or damage to the property on behalf of Aurora Public Schools.

Signature of Supervisor

Date

Send completed form to Risk Management, ESC 1 Suite 106. A copy will be returned to you upon approval. This form expires July 1 following the approval date. Property must be registered each fiscal year.