

Cutler-Orosi Joint Unified School District

Employee Personal Property Registration Form

Employees are encouraged NOT to bring personal property (tools, electronics, materials, etc.) to work. The District cannot guarantee its security or safety. If there is a particular need to bring personal property to work, it must be registered with the site principal or supervisor, using this form, **prior** to it being brought and/or used in the District. The property should be taken home as soon as possible. There are limits to the amount of liability that the District will accept through this use. Reimbursement and liability is made pursuant to negotiated contract provisions (COUTA 19.4.1 and CSEA 29.1).

Name _____ Date _____

Work Site _____ Position _____

Description of Personal Property to be brought to work. Item _____

Make _____ Model _____ Serial Number _____

Date purchased _____ Cost new _____

Is the property insured by personal insurance? Yes No

Type of insurance: Homeowners Automotive Other

Name of insurance carrier _____

Street Address _____ City _____ State _____ Zip Code _____

Phone Number _____ Policy Number _____

Time the property will be used in the District: From _____ To _____

Purpose for the personal property being used in the District: _____

I certify that the above information is correct.

Employee Name (printed) _____ Signature _____

Street Address _____ City _____ State _____ Zip Code _____

Phone Number _____ Cell Phone Number _____

I certify that to the best of my knowledge the information listed above and the date of registration for this personal property is correct.

Principal/Supervisor (printed) _____ Signature _____

Date _____