

LOS ANGELES UNIFIED SCHOOL DISTRICT
Business Services Division

Bulletin No. 63 (Rev.)
April 19, 1996

ATTACHMENT A

PROPERTY REGISTRATION FORM
Contract and Insurance Services Branch

To be eligible for reimbursement coverage under the provisions of Board Rule 1672, personal property brought by employees for use in schools and offices must be registered, using this form. The principal's or site administrator's signature on the form certifies the agreed value of the items listed and that they belong to the employee. This form should be kept on file at the work location.

Please note: The Board of Education cannot legally service, repair, transport or insure personal property. Therefore, except as provided under Board Rule 1672, no compensation for lost or damaged property is available.

CLAIMS FOR DAMAGE TO OR THEFT OF LISTED PROPERTY MUST BE FILED WITH THE INSURANCE SECTION WITHIN 60 CALENDAR DAYS OF THE DATE OF LOSS TO BE CONSIDERED FOR COVERAGE. A copy of this form should be sent with the claim.

SCHOOL/SITE: _____ ACTIVITY: _____

<u>Item</u>	<u>Model or Serial No.</u>	<u>Age</u>	<u>Cost</u>	<u>Current Agreed Value</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

(Employee's Signature) (Date Signed)

(Administrator's Signature) (Date Signed)

CLEARANCE OF PROPERTY REGISTRATION

The above items were removed by their owner from School District use on _____ 20____.

(Employee's Signature) (Date Signed)

