

SECTION IV – PERSONNEL
FORMS

The following form executes Board Policies 4097.00 and 4939.10:

Moscow School District 281

USE OF DISTRICT PROPERTY CONTRACT

My signature on this form represents that I have read the following contract and agree to abide by the restrictions imposed. I have removed Moscow School District 281 property from the District under the following conditions:

1. I assume total financial responsibility for all repairs and/or the replacement of items from damage or loss that may occur to District property in my possession.
2. I understand the District will be held harmless for any damage, injury, or loss that may occur as a result of me, an employee, using District items or equipment.
3. I understand that use of District equipment that has been removed from District property is limited to District employees.
4. I agree that removing and returning District items must be done with my supervisor's approval. Unless noted, the item is considered to be in good condition upon checkout.

The following items have been checked out to: (Please Print)

Name: _____ Telephone: _____

Address: _____ City: _____

Item	Description of Item	Serial Number	Return Date Due

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Form Distribution:

Original to be held by building principal/supervisor;

Copy to be filed with District business office.

(6/25/19)