

# Magnolia School District

2705 West Orange Avenue □ Anaheim, California 92804-3298 □ (714) 761-5533 □ FAX (714) 826-8563

## PERSONAL PROPERTY - REQUEST FOR USE IN CLASSROOM

I request that the personal property\* listed below be approved for use in my classroom.

IT IS UNDERSTOOD THAT THIS APPROVAL COVERS THE PERIOD  
FROM \_\_\_\_\_ TO \_\_\_\_\_. (This approval is for one school year only.)

This is not effective following the last day of regular student attendance of the school year.

Description	Model	Serial No.	Original Cost	Replace Cost

\*Electrical equipment must comply with CAL OSHA safety requirements or be approved by the Assistant Superintendent, Resources & Services.

It is understood that in the event of a loss, the District's liability is limited to the replacement, or original cost, or **five hundred dollars (\$500.00)**, whichever is less.

In order for the District to reimburse an employee for losses, there must be proof of purchase (usually a sales receipt) before a check can be issued.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

This approval covers the period \_\_\_\_\_.  
(Current school year only)

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Date