



RIALTO UNIFIED SCHOOL DISTRICT

APPROVAL FOR USE OF PRIVATE PROPERTY ON DISTRICT PREMISES

Name (Please Print)

Employee#:

Work Site/Position

Certificated

Classified

Management

Description of Property: _____

Serial # _____ Brand/Model#: _____ ID# _____

Value of Property: \$ _____

Reason for Need of Use of Property on District Premises: _____

Is Use Necessary Due to a Medical Condition?

Yes No

PLEASE NOTE: Additional information may be required from your health care provider)

Signature of Employee

Month/Day/Year

Approved Not Approved

Principal/Immediate Supervisor

Month/Day/Year

TO BE COMPLETED BY RISK MANAGEMENT

The private property above has been submitted for approval to the Risk Management Office for authorization of use on District premises.

Approved for use from: _____ to: _____

Not Approved

Signature

Date

Reimbursement shall be made only when approval for the use of the personal property in the schools was given before the property was brought to school and when the value of the property was agreed upon by the person or persons bringing the property and the school administrator or person appointed by him for this purpose at the time the approval for its use was given. **(Education Code 35213)**