



RISK MANAGEMENT

RISK FINANCE AND INSURANCE SERVICES

213-241-3130
333 S. Beaudry Ave.,
Los Angeles, CA 90017

Employee Reimbursement Request Form

PROPERTY REGISTRATION FORM

To be eligible for reimbursement coverage under the provisions of Board Rule 1672, personal property brought by employees for use in schools or 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 and are to be used in support of the instructional program or other work-related duties. This form should be kept on file at the work location. If the items are later removed, the "clearance" section found below on this form should be completed and the form should be kept in file.

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.

REQUEST FOR REIMBURSEMENT FOR DAMAGE TO OR THEFT OF LISTED PROPERTY MUST BE FILED WITH THE ERP SECTION WITHIN 60 CALENDAR DAYS OF THE DATE OF LOSS TO BE CONSIDERED FOR COVERAGE.

SCHOOL/SITE _____ ACTIVITY _____

Item	Model or Serial No.	Age	Original Cost	Current Agreed Value
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				

Employee's name: Print _____ Signature _____ Date signed _____

Principal's or Manager's name: Print _____ Signature _____ Date signed _____

CLEARANCE OF PROPERTY REGISTRATION

The above items were removed by their owner from the School District use on _____

Employee's Signature _____ Date Signed _____