

# Pennsbury School District

## School Board Policy

Effective Date	Supersedes Index No.	Index No.
<b>10/21/10</b>	<b>Procedure 6200R</b> of 4/20/95	<b>708.1</b>

**Title:** Lending of School-Owned Equipment

**Purpose:** This policy is intended to set forth the method to be followed when lending school-owned equipment for use off of School District property.

This document, Index No. 708.1 replaces Board Procedure No. 6200.

**Attachment:** Employee and Student Use of District Property Form FIN-015

**Policy:** School District-owned equipment items shall not be loaned for non-school use off school property. If equipment is required for the use of those granted permission to use school facilities, it may be loaned in accordance with School Board policy on the use of school facilities. Limited exceptions to this general rule are noted as follows:

Use of specific equipment items may be granted to employees upon written request of the employee (Form FIN-015), only when such equipment is not available elsewhere and only when such equipment is necessary to accomplish related job responsibilities. Requests must be approved by the cost center/building administrator and the Business Administrator.

Use of specific equipment items may be granted to students with parental/guardian approval upon the written request of the student-parent/guardian (Form FIN-015) only when such equipment is not available elsewhere and only when such equipment is necessary to accomplish classroom assignments. Requests must be approved by the appropriate classroom teacher, the cost center/building administrator and the Business Administrator.

The employee/student user of School District-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of use and shall be responsible for its safe return.

When equipment authorized for loan requires servicing, the user shall employ the services of a person designated by the School District and shall pay such costs.

If equipment is scheduled for routine servicing during the summer months, it may not be removed from the premises between June 15 and September 1 (i.e., sewing machines and typewriters).

Removal of school equipment from school property for personal use is prohibited by staff or students.

**Responsible  
Administrator:** Business Administrator

**EMPLOYEE/STUDENT USE OF DISTRICT PROPERTY**

Employee/Student Name \_\_\_\_\_ Position/Classroom \_\_\_\_\_

District Property to be Loaned \_\_\_\_\_

Serial Number \_\_\_\_\_ Property Number \_\_\_\_\_

Current Condition \_\_\_\_\_

Present Building Location \_\_\_\_\_

Reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Employee/Student Acquires Property \_\_\_\_\_

Expected Date of Return \_\_\_\_\_

I, the undersigned, accept the responsibility for the District Property listed above. I accept the responsibility and liability for any and all consequences that may occur as a result of the use of this property. I agree to maintain the District's property and to return it in the condition noted above. I realize I will be personally liable for any replacement or repairs necessary as a result of negligence and/or loss while the property is in my possession. I understand the property loaned is strictly for school-related business and it is not to be used for personal use or loaned to others.

1. Employee/Student Signature \_\_\_\_\_

2. Parent/Guardian Signature (if applicable) \_\_\_\_\_

3. Approvals: Classroom Teacher (if applicable) \_\_\_\_\_

Cost Center/Building Administrator \_\_\_\_\_

Business Administrator \_\_\_\_\_

Date Property Returned \_\_\_\_\_

Condition of Property \_\_\_\_\_

Cost Center/Building Administrator \_\_\_\_\_

(When the property is returned, the Cost Center Administrator must complete the bottom portion of the yellow copy and return to Financial Services.)

Distribution: White - Employee Copy  
Yellow - Cost Center/Building Administrator Copy  
Pink - Financial Services

Form: FIN-015