



MAINTENANCE OPERATIONS
12525 N.W. 28th Avenue, Miami 33167
**APPROVAL OF OFF-CAMPUS USE OF
SCHOOL BOARD PROPERTY**

SECTION A: ITEM DESCRIPTION

LOCATION NUMBER _____ SATELLITE NAME _____

PURPOSE/USE _____

LOCATION OF USE HOME OTHER _____

TYPE OF PROPERTY (EQUIPMENT) _____
(Description)

PROPERTY CONTROL SERIAL PROPERTY TO BE
NUMBER _____ NUMBER _____ RETURNED BY _____

PERSON TO WHOM PROPERTY IS ASSIGNED
(Name of Employee):

(PRINT) _____
(Last) (First)

DATE _____

SIGNATURE _____
(Employee)

EMPLOYEE NUMBER _____

APPROVED BY

(Name of Employee's Administrative Supervisor):

(PRINT) _____
(Last) (First)

DATE _____

SIGNATURE _____
(Administrative Supervisor)

SECTION B: STATEMENT OF RESPONSIBILITIES

1. Employee will take reasonable precautions to maintain the security of the equipment in his/her possession.
2. If the equipment or any of its accessories are lost or stolen, the employee will immediately notify the police and his/her administrative supervisor.
3. The equipment and the accessories will be returned no later than the date noted above.
4. If the employee experiences any problem with the equipment, the employee will immediately notify his/her administrative supervisor.
5. The employee will see that the equipment is used appropriately for official business only.

SECTION C- PROPERTY RETURN

GOOD CONDITION
 OTHER, EXPLAIN _____

RECEIVED BY: _____ DATE RECEIVED _____

SIGNATURE: _____