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| <b>TOPEKA PUBLIC SCHOOLS</b>                                  | <b>REGULATION NUMBER: 2830-01</b>  |
| <b>SUBJECT:</b><br><br><b>USE OF SCHOOL DISTRICT PROPERTY</b> | <b>DATE OF ISSUE: 04/19/96</b><br><hr/> <b>REVISIONS: 05/20/10; 08/17/15</b><br><hr/> <b>PREPARING OFFICE:</b><br><br><b>BUSINESS SERVICES</b> |

**I. PURPOSE:**

To set guidelines for the use of school district property, which is to be used only for official school district-, community-, and/or professional-related purposes by school employees.

**II. PERSONNEL AFFECTED**

All school district employees

**III. PROCEDURE**

Any school district employee intending use of school district property off school district premises will adhere to the following guidelines:

- A. Obtain authorization from the appropriate building- or district-level administrator;**
- B. Be responsible for the cost of placing the equipment in the residence or other area where using school district property.**
- C. Be responsible for any charges incurred during the use of such school district equipment (such as unauthorized or personal telephone calls on cellular telephones).**
- D. Be responsible for repairing damaged equipment or replacing lost, stolen, or destroyed equipment.**
- E. Payment shall be made within 60 days.**

**USE OF SCHOOL DISTRICT PROPERTY**

**SCHOOL DISTRICT PROPERTY  
CHECK OUT FORM**

**INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

**EQUIPMENT TAKEN HOME:**

District Bar Code Number: \_\_\_\_\_

Description: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Model Number: \_\_\_\_\_

Date Checked Out: \_\_\_\_\_ Date Returned to School: \_\_\_\_\_ Initialed After Returned: \_\_\_\_\_

**GUIDELINES PER SCHOOL DISTRICT REGULATION NO. 2830-1:**

Any district employee intending use of school property off school district premises will adhere to the following guidelines:

1. Obtain authorization from the appropriate building or district-level administrator.
2. Be responsible for the cost of placing the equipment in the residence or other area where using school district property.
3. Be responsible for any charges incurred during the use of such school district equipment (such as unauthorized or personal telephone calls on cellular telephones).
4. Be responsible for repairing damaged equipment or replacing lost, stolen, or destroyed equipment within 60 days.

I understand, agree to, and meet the requirements and conditions as listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_