

**LOS ANGELES UNIFIED SCHOOL DISTRICT  
PROPERTY REGISTRATION FORM  
Division of Risk Management & Insurance Services**

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 of 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.** Request forms may be obtained by calling the Employee Reimbursement Program (ERP) Section at (213) 241-3130. A copy of this form should be sent with the request.

---

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 \_\_\_\_\_