

ACTION, TO SHARE

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Office of the Chief Financial Officer

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|---------------|--|--|
| DISTRIBUTION: | All Schools and Offices  | <u>ROUTING</u>   |
| SUBJECT:      | BULLETIN NO. DB-15 (Rev.)<br>WRITTEN AUTHORIZATION FOR<br>POSSESSION OF DISTRICT<br>EQUIPMENT OFF-SITE | Administrators<br>School Administrative<br>Assistants<br>Local District Schools<br>Support Directors |
| DATE:         | July 25, 2001  |  |
| DIVISION:     | Accounting and Disbursements   |  |
| APPROVED:     | OLONZO WOODFIN III, Controller   |  |

For further information, please call Azucena Bedford, Stock Accounting Section at (213) 633-7919.

This revision replaces Accounting and Disbursements Division Bulletin No. DB-15 dated October 31, 2000, and reflects a change in the title from “Written Authorization for Possession of District Material Off-Site” to “Written Authorization for Possession of District Equipment Off-Site.” In this revised bulletin, equipment is defined as an item of relatively permanent value including both “capital” and “non-capital” equipment. It does not include consumable materials or those that are easily broken, damaged or lost on normal use. Examples of equipment are recorder, television, personal computer, etc. The content also reflects changes in the form and record maintenance requirements.

## I. INTRODUCTION

District equipment may not be loaned to any District employee, group or other person for personal use. Equipment, which is temporarily taken away from the site, must have written authorization from the site administrator.

## II. REQUIREMENT

The purpose of this bulletin is to notify administrators of schools and offices that whenever employees are allowed to take District equipment from the site for the performance of a District function, a written authorization as shown in Attachment A is necessary. The written authorization provides protection to District employees in the event that school police and other law enforcement officers question them. The authorization to have the District equipment in the possession of an employee should not exceed six months. The authorization may be renewed only upon presentation of the items to approving administrator.

The room equipment inventory record that is required to be maintained at each site must be noted in order to track the current location of the item. Attachment A must be kept on file at the issuing organization.

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LOS ANGELES UNIFIED SCHOOL DISTRICT

\_\_\_\_\_  
(Name of Issuing Organization)

Authorization No. \_\_\_\_\_  
(Site should consecutively  
number authorizations  
issued)

To Whom It May Concern:

This is to certify that \_\_\_\_\_, is authorized to have  
(Name of Employee)  
the following equipment in his/her possession for the performance of District functions.

This authorization is not to exceed six months and is for the period:

\_\_\_\_ to \_\_\_\_\_ only.  
Month Day Year Month Day Year

**Description of Item**

**Serial No.**

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

APPROVED BY:

ABOVE ITEMS RECEIVED BY:

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date