



MIAMI-DADE COUNTY PUBLIC SCHOOLS
 1450 N.E. 2nd Avenue, Miami, Florida 33132
APPROVAL OF OFF-SITE USE OF SCHOOL BOARD PROPERTY

SECTION A

LOCATION NUMBER _____ SCHOOL/DEPARTMENT _____

PURPOSE/USE _____

LOCATION OF USE HOME OTHER _____

TYPE OF PROPERTY (EQUIPMENT) _____
(Description)

PROPERTY CONTROL NUMBER _____	SERIAL NUMBER _____	PROPERTY TO BE RETURNED _____
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PERSON PROPERTY IS ASSIGNED TO:
(If Student, Also Complete Section B)

 (PRINT) (Last) (First)

DATE _____

SIGNATURE _____

EMPLOYEE NO. _____
(If Applicable)

APPROVED BY:

 (PRINT) (Last) (First)

DATE _____

SIGNATURE _____
(Principal/Administrator)

SECTION B

STUDENT NAME _____ DSIS ID NUMBER _____

PARENT/
 GUARDIAN NAME _____

HOME ADDRESS _____ PHONE NUMBER _____

STUDENT/PARENT/GUARDIAN STATEMENT OF RESPONSIBILITIES:

1. Reasonable precautions will be taken to maintain the security of the equipment.
2. If the equipment or any of its accessories are lost or stolen, the police will be notified as well as the school/department mentioned above.
3. The equipment and accessories will be returned no later than the date noted above.
4. The equipment is to be used for School Board business.
5. In the event of theft, vandalism, or loss of equipment, the District reserves the right to pursue restitution.

STUDENT SIGNATURE _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____

SECTION C PROPERTY RETURN

GOOD CONDITION
 OTHER, EXPLAIN _____

RECEIVED BY _____ DATE RECEIVED _____

SIGNATURE _____