

BOARD OF EDUCATION ADMINISTRATIVE REGULATION

Regulation No: R3318

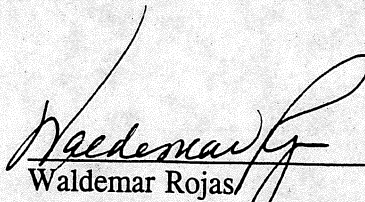
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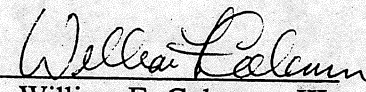
Article: BUSINESS AND NON-INSTRUCTIONAL OPERATIONS
Section: FACILITIES AND EQUIPMENT
Sub-section: OFF-SITE USE OF EQUIPMENT

1. Use of District owned equipment at a non-SFUSD site may only be authorized by either the Superintendent or Deputy Superintendent or Executive Assistant or Chief Financial Officer.
2. Equipment moved off-site must be justifiable, work-related and essential to operations.
3. All such off-site uses of equipment must be documented by preparing and signing the attached "Request for Off-Site Equipment Utilization" form. It must be approved by either the Superintendent or Deputy Superintendent or Executive Assistant or Chief Financial Officer. The original of the authorized form should be filed with the inventory records of the site the equipment is being removed from. A copy of the authorized form should be sent to: Manager of General Accounting, San Francisco Unified School District, 501 Cesar Chavez Street, San Francisco, CA 94124.
4. *SFUSD equipment moved off-site becomes the responsibility of the borrower. The borrower agrees to reimburse the SFUSD for the item at replacement value.*
5. Borrowers are reminded to never leave District owned equipment unattended in either their automobiles or at any field site.
6. Generally, no equipment should be authorized for off-site use beyond the end of June 30th. If off-site use is required to continue beyond June 30th, a new form should be prepared by the borrower and authorized by the Superintendent or Deputy Superintendent or Executive Assistant or Chief Financial Officer.
7. All equipment belonging to a school site should be returned to the school site prior to commencement of extended vacations or holidays. Upon return of equipment to an SFUSD site, the borrower must have a supervisor sign-off that the equipment was returned and indicate the condition of the equipment upon it's return. (see "Request for Off-Site Equipment Utilization Form")
8. Questions concerning this Regulation should be directed to the Business Services department at ext. 6542.

HISTORY/AUTHORIZATION:

June 1996


Waldemar Rojas
Superintendent of Schools


William F. Coleman, III
Chief Financial Officer

SAN FRANCISCO UNIFIED SCHOOL DISTRICT

**SAN FRANCISCO UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE REGULATION
BUSINESS AND NON-INSTRUCTIONAL OPERATIONS**

REQUEST FOR OFF-SITE USE OF EQUIPMENT UTILIZATION FORM

EQUIPMENT INFORMATION

ITEM DESCRIPTION:		SCHOOL/OFFICE OF EQUIPMENT LOCATION:
		SITE ADDRESS:
MODEL NUMBER:	SERIAL NUMBER:	
CONDITION OF EQUIPMENT		PRINT NAME OF EMPLOYEE WHO WILL USE EQUIPMENT OFF-SITE:

Reason for off-site equipment use: _____

ADDRESS OF PROPOSED OFF-SITE LOCATION:	
DATE OF EQUIPMENT TRANSFER:	EXPECTED DATE OF EQUIPMENT RETURN TO SITE:

BORROWER'S AGREEMENT

I agree to be responsible for the designated equipment item while it is in my possession and to return it by the above indicated date. If the item is lost, stolen, destroyed or otherwise rendered inoperative while in my possession, I agree to reimburse the San Francisco Unified School District for the item at replacement value. If the item is damaged, I agree to pay for its repair.

 SIGNATURE OF EMPLOYEE
 (BORROWER)

APPROVAL SIGNATURES

 Principal/Site Administrator

 Superintendent, Deputy Superintendent,
 Executive Assistant or Chief Financial Officer

CERTIFICATION OF EQUIPMENT RETURN

DATE OF EQUIPMENT RETURN _____

_____ I have inspected the returned equipment and verify it to be the same equipment as described above and have found it to be in the same condition as indicated above.

_____ Equipment was not returned in the same condition as when it left the site as described above. (Please explain below:

 SIGNATURE OF PRINCIPAL/SITE ADMINISTRATOR