

SANTA ANA UNIFIED SCHOOL DISTRICT

AR 3512

Business and Noninstructional Operations

Equipment

1. Before any piece of District equipment is removed for use at a location other than the assigned school or department, the employee must:
 - a. Certify that the use is necessary to accomplish a District approved use;
 - b. Complete a Temporary Removal of Equipment form, No. 1505, supplied through the administrator's office and obtain an authorized signature.
2. The equipment must be returned to its rightful location at the time specified and an authorized signature obtained as indication that equipment is returned in satisfactory condition.
3. The administrator will keep on file all records of temporary removal of equipment until the next annual inventory is completed.

Approved: (1-79 5-82) 8-98

Santa Ana, CA