

PINELLAS COUNTY SCHOOLS
EQUIPMENT ASSIGNMENT LIST

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School/Department Name _____ Cost Center # _____ Bldg/Room # _____

Print Name of Employee (Assignee): _____

Initial

I understand I am responsible for District-owned property or equipment assigned to me for use in the normal course and scope of my employment (Board Policy 7300 - Property Custodianship and Insurance) Please Initial Box.

I have read this form and understand my responsibility to take appropriate steps to secure and protect property assigned directly to me and for property assigned to my classroom or work area. I also acknowledge I may be held responsible to repay the District the current value of the Equipment in the event of lost/stolen/damaged/destroyed equipment if found negligent (Board Policy 7300 - Property Custodianship and Insurance) Please Initial Box.

* A Property Removal Contract (PCS 3-1943) must be completed and signed by the supervisor for any equipment removed from the site temporarily.

Your Responsibility For Securing Equipment

1. The Equipment covered under this form is the property of the School Board of Pinellas County and **must be secured at all times**. The Assignee has the **duty to use all reasonable precautions to protect this Equipment entrusted to them. Failure to do so may result in disciplinary action.**
2. Reasonable precautions to protect the Equipment includes:
 - a) **maintaining control of the Equipment;** and
 - b) **paying** special attention to control highly desirable and easy to remove property including, but not limited to laptops, computers, iPads, tablets, and cellphones by securing with a locking cable to an immobile object or securing in a locked cart, a locked desk, or locked file cabinet; and
 - c) **ensuring that Equipment** is not left unsecured in any area including, but not limited to, a classroom, closet, conference room, desk, office, or storage area. Although many of these places are capable of being locked, they are nevertheless, not secure if numerous people have access or keys. If you are unsure of how to secure the Equipment contact your supervisor.
 - d) Please contact your supervisor for cases and/or locks to further protect and safely secure your Equipment.
 - e) When assigned property must be left in a parked or unattended vehicle during the day, the vehicle must be locked, and the property must be secured out of sight, such as a locked trunk. This includes assigned property in briefcases and backpacks.
 - f) **Leaving assigned property in a vehicle overnight is prohibited.**
3. If the Equipment is lost, stolen, or damaged, the Assignee must report it immediately to the Principal/Site Administrator, and complete a Damage and/or Loss of Business Property Report (PCS 3-865) and send it to Risk Management along with all required forms. If the Equipment is lost or stolen, the Assignee must also file a police report with the appropriate agency.
4. **The Assignee accepts full responsibility for the Equipment and will reimburse the School District for any loss or damages incurred by misuse, negligence, carelessness, or failure to follow necessary precautionary measures for securing Equipment.**
5. In the event the Assignee is deemed responsible for a loss, he/she agrees that the amount of the damages may be withheld from his/her paycheck. Assignee must complete a Property Restitution Agreement specifying the terms of the repayment. If this form is not completed by the Assignee within 10 days of its receipt, then he/she authorizes the employer to withhold the amount owed over the next scheduled paychecks. In the event of termination of the Assignee's employment, any balances owed will be withheld from their last paycheck.

Employee's signature

Date

Supervisor's signature

Date

