

PINELLAS COUNTY SCHOOLS  
**OFFSITE PROPERTY LOG**

This form is used when School Board property is loaned temporarily to another cost center, to a district partner, or a private site (for example, a private school receiving Title 1 funds).

DATE \_\_\_\_\_

SCHOOL/DEPARTMENT NAME SENDING/LOANING PROPERTY:

\_\_\_\_\_ CC # \_\_\_\_\_

SCHOOL/DEPARTMENT/SITE RECEIVING LOANED PROPERTY (including address and contact name and phone):

\_\_\_\_\_

	Property #	Item Description	Serial #	Bldg/Room Location	Date Returned
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					

- The School, department, or other site receiving the loaned property, by your signature below, hereby acknowledges receipt of the listed property in good working condition, agrees to safeguard such property while it remains in your site's possession, and acknowledges that replacement property may not be provided in the event of loss, theft, or damage while the property is in your site's possession.
- I understand that if the equipment is stolen while in my care, custody, and control, this site is responsible to file a police report with the appropriate agency and to send a copy of such report to the Pinellas County School District department that loaned the equipment to this site.
- For any non-Pinellas County School's program, your site may be required to file an insurance claim with your carrier in the event that the equipment is lost, damaged, or stolen.

**Required Signatures:**

SCHOOL/DEPARTMENT SENDING/LOANING PROPERTY

SCHOOL/DEPARTMENT/SITE RECEIVING LOANED PROPERTY

\_\_\_\_\_  
(Principal/Departmental Head or designee)

\_\_\_\_\_  
(Principal/Departmental Head/Other Authorizer)

**NOTE:** 1. Print two copies - one for each cost center or location. 2. If property is removed from the temporary offsite location, a Property Removal Contract Form (PCS 3-1943) is to be on file in the school office and a copy sent to the school/department indicated above.