

EMPLOYEE REIMBURSEMENT REQUEST
FOR PERSONAL PROPERTY*

The Board will repair or reimburse employees the current value of any clothing or other personal property damaged or destroyed as the result of assault and/or battery upon him/her suffered in the course of the legal performance of his/her assigned duties unless such loss is covered by insurance or reimbursement is obtained from other sources. Any other payment will be made according to union contract. Classified employees will be paid according to the broadest union contract language.

An employee's personal property, other than listed above, will not be reimbursed by the School Board unless it was being used for School Board business, approved by the immediate supervisor. For example, theft of a purse would not be covered.

CURRENT DATE: _____
DATE OF INCIDENT: _____
SCHOOL/DEPARTMENT: _____
AMOUNT REQUESTED: _____
(support documentation
required - two estimates
to repair or replace)

Description of Incident (Include Business Purpose of Property): _____

Witnesses: (1) _____ (2) _____

Signature and Address of Employee: _____

Social Security No. of Employee: _____

Signature of Administrator: _____
Signature of Risk Manager: _____

Coding Strip: 110-7730-590-9841-36030-051

*This form should be forwarded to the Risk Management Office when completed and when support documents are attached.