

**Nyssa School District 26**

Code: **KGF/EDC-AR**  
Revised/Reviewed: 6/11/01; 10/13/08; 12/12/16  
Orig. Code(s): KGF/EDC-AR

**Use of District Property, Equipment, Etc.**

Board policy EDC/KGF - Authorized Use of District Equipment and Materials limits the use of any district facility, equipment or materials in performing work, related to outside employment or personal financial gain.

Staff members needing the use of any district facility, equipment or materials for school-related work, outside the normal school hours or activities, need the approval of their building principal prior to their use.

Please complete the following form to facilitate proper use and protection of district property.

	Description	Value
Item(s) requested:	_____	
	_____	
	_____	
Requested by:	_____	
Date(s) needed:	_____	
Describe intended use:	_____	
	_____	
	_____	
Approved by:	_____	
Items to be returned on or before:	_____	

I agree to return the above listed item(s) in its present condition by the above date and pay for the replacement or repair of damaged or lost items.

Borrower: \_\_\_\_\_ Date: \_\_\_\_\_

Borrowed items received by: \_\_\_\_\_ Date: \_\_\_\_\_