



WHITTIER CITY SCHOOL DISTRICT

REQUEST TO USE PERSONAL PROPERTY AT SCHOOL

Teacher Name

School / Room #

Date

Description of EACH ITEM of equipment or material to be used in classroom, including AGE, PRESENT AGREED UPON VALUE, MFG. NAME, MODEL, and SERIAL NUMBER:

Age	Value	Mfg. Name	Model	Serial	Other/Notes

I have discussed with the employee named above equipment and/or material he/she wishes to use in the classroom and have given my approval of this request.

Teacher's Signature

Date

Principal's Signature

Date