

# **Santa Barbara Unified School District**

## **Administrative Regulation**

**AR 3531**

### **Business and Non-Instructional Operations**

#### **REIMBURSEMENT FOR THEFT, INTENTIONAL DESTRUCTION OR DAMAGE OF PERSONAL PROPERTY**

In order for an item to be subject to later repair or reimbursement of stolen, intentionally or damaged the following steps must have been taken:

1. Submission of Personal Property Record district form accurately describing the item, its location in the school or department and a specific dollar figure of its current, depreciated value.
2. Submission of statement from owner indicating the extent (and amount deductible) of applicable personal property insurance.
3. Following approval by the school or district department administrator as to the appropriateness of the item for work-related use in the district, the completed Personal Property Record form shall have been accepted and a copy retained by owner and the administrator.

In the event of theft, destruction or damage the owner shall complete the claim portion of the Personal Property Record form and submit it for approval by the appropriate administrator who will then forward it the Deputy Superintendent, Business Services for processing together with a report of vandalism, theft and loss form. The district shall repair the item or reimburse that portion of the loss which is within the \$2,500.00 maximum limit and not reimbursable by the owner's private insurance.

No claim will be accepted for less than \$50.00 or beyond 30 days of the occurrence of the loss or damage.

Regulation: SANTA BARBARA UNIFIED SCHOOL DISTRICT  
Adopted: June 17, 2008 Santa Barbara, California