PERSONAL PROPERTY AUTHORIZATION

A. The undersigned requests permission to bring the item(s) of personal property described below into the workplace. It is understood that the Ingham Intermediate School District does not insure this property and that any claim for loss or damage is limited to the amount provided under Board of Education Policy 3934.00.

The undersigned certifies that the property is necessary for the reasons stated.

B. Items included:

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<th>Quantity</th>
<th>Description</th>
<th>Value</th>
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C. It is necessary to have this personal property in the workplace because:

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Signed: _______________________________

Date: _______________________________
D. AUTHORIZATION

This request is:

_____ Approved

Effective Until (expiration date) ________________________________

_____ Denied

Signed: __________________________________
Principal or Program Supervisor

EXHIBIT

Approved: February 18, 1986