

# Request to Register Personal Property

Sonoma County Office of Education

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Instructions: An employee may submit this form to register personal property that is required in the performance of her/his job. Items that must be worn, used, or carried in the line of duty may be registered, with the approval of the employee's supervisor, department director, and Deputy Superintendent. Damage or loss of jewelry, eye glasses or contact lenses, street clothing, items valued at less than \$25, and commute vehicles are not eligible for reimbursement. *Note: For automobiles necessarily used in the line of duty, maximum reimbursement is limited to reimbursement of the unit member's insurance deductible.*

Submit a separate form for each item to be registered. Forward approved forms to the Director of Operations, Business Services.

Date \_\_\_\_\_ Department \_\_\_\_\_

Employee Name \_\_\_\_\_

Position \_\_\_\_\_ Work Location \_\_\_\_\_

Phone \_\_\_\_\_

Description of item (include make, model, and identifying numbers as applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date item was purchased \_\_\_\_\_ Approximate value \_\_\_\_\_

Describe how item is used in your scope of work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specify the time period that the item is required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Agreement that the item is required on the job and approval to register the item

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Director \_\_\_\_\_ Date \_\_\_\_\_

Deputy Superintendent \_\_\_\_\_ Date \_\_\_\_\_