

NONINSTRUCTIONAL OPERATIONS

Privately-Owned Property

Reimbursements are subject to the following conditions:

1. There must be filed with the district's business officer, immediately after damage or loss, a notice of loss and a claim for reimbursement approved by the employee's immediate supervisor.
2. Payment of claims* will be subject to a maximum reimbursement of \$500.00, the deductible of \$100.00 per claim to be paid by the employee.

* Depreciation factors will be taken into consideration by the insurance company in settling any claims.

Revised: September 22, 1993