

Aurora Public Schools
 Risk Management Department
 15701 E. 1st Ave, Suite 109
 Aurora, Colorado 80011
 (303) 365-7816

Name Location Phone

The following Aurora Public Schools' items have been issued to the above named person for use in their current position. Loss or theft of these items will result in the employee being responsible for the first \$250 to replace these item(s). This deductible will only apply once for all items lost as a result of the same event (not per item). Any loss as the result of theft will require a police report.

Item	Serial Number	APS Tag Number	Cost to Replace

This form expires on July 1 of the following year. Please resubmit each year, even if the items remain the same. Failure to complete this form will require a claim to be made on the employee's homeowner's insurance. It would be the employee's responsibility to file the claim and pay their deductible amount to cover the loss.

I understand and agree to the terms listed above.

Employee Signature

Date

Supervisor Signature

Date