

Aurora Public Schools  
Risk Management Department  
15701 E. 1<sup>st</sup> Ave, Suite 106  
Aurora, Colorado 80011  
(303) 365-7816

**For Use with All District-Owned Equipment Issued to an Employee**

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Name	Location	Phone
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The following Aurora Public Schools' items have been issued to the above named person for use in their current position.

Please see the back of this page for the Risk Management Equipment Damage Rules

Item	Serial Number	APS Tag Number	Cost to Replace

This form expires on August 1st of the following year. Please resubmit each year, even if the items remain the same.

I understand and agree to the terms listed above and on the back side of this document.

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Employee Signature	Date
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Supervisor Signature	Date
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## District-Owned Equipment Issued to an Employee

In the event of loss or damage to district-owned electronic equipment, the following rules apply:

- A Property/Equipment Damage and Loss Report **must** be completed and sent to Risk Management **within 14 calendar days** of the loss. The form can be found on the District's Forms webpage or on Risk Management's website: <http://risk.aurorak12.org/>. All incidents related to a possible crime must be reported to the local police agency within 48 hours.
- If the equipment was on District property at the time of the loss:
  - Risk Management will pay 100% of a comparable replacement if:
    - Accident/loss details known. For example, the date of loss, cause of the loss, description of the damage must be known. If loss due to theft, surrounding circumstances must be reported (evidence of break-in, was item stored in a locked cabinet or desk, how long was the item left unsupervised, etc.)
  - Risk Management will apply a \$250 deductible to be charged to the school or the employee if:
    - The loss was a result of the employee's negligence. For example, if an I-pad was left on the top of a desk and the employee left the room and did not lock the door and upon returning, the item was gone. Employees have the responsibility to safely secure items when not in use. If it is decided the deductible is the responsibility of the employee, *the employee may pay this deductible directly to Risk Management or a payroll deduction can be arranged.*
- If the equipment was **NOT** on District property at the time of the loss:
  - The employee will be responsible for a \$250 deductible regardless of the cause of the loss. *The employee may pay this deductible directly to Risk Management or a payroll deduction can be arranged.*
  - Risk Management will pay the remaining portion of the loss if **both**:
    - The loss occurred while the equipment was being used for District purposes **and**
    - The employee took reasonable steps to secure and protect the equipment.

### **Items that simply can't be found anywhere, when there is no evidence of theft, will not be covered by Risk Management.**

- An example would be something that is discovered missing at inventory time, or something that was there when you used it last month and now you can't find it. Fixed asset item that do not appear on the most recent physical inventory **will not be covered.**