

Request for Personal Appliance

Employee Name: _____

Date: _____

Supervisor's Name: _____

I would like to request allowance for the following personal appliance:

Refrigerator or "Mini-Fridge"

Space Heater

Fan

Other (please specify): _____

I understand that it is against District policy to allow use of personal appliances. However, it is necessary that I use the above appliance(s) for the following reason(s):

Employee Signature

Manager's Signature

Please send completed form to Frank Griffin at 23-365 or desk 2632 at JSCEE.

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