



**Policy**

**6535 Use of District Equipment**

District equipment and/or supplies shall not be loaned to private groups organized for profit or to any individual; except that, equipment may be loaned to students, employees and Trustees for District-related duties off campus.

Equipment may be loaned, when not needed for District/campus activities, to non-profit groups or public agencies, upon written approval of the Executive Vice Chancellor.

**References:**

Education Code Section [70902](#); [ACCJC Accreditation Standards III.B.3 and III.C.4](#)

**Adopted:** July 13, 2016

**Last Reviewed:** July 13, 2016

## Administrative Procedure

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16

### **6535 Use of District Equipment**

Each member of the District staff shall be responsible for equipment under his/her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served.

#### **References:**

Education Code Section [70902](#); [ACCJC Accreditation Standards III.B.3 and III.C.4](#)

---

**Procedure Last Revised:** July 13, 2016

**Last Reviewed:** July 13, 2016