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
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