

AP 6535 Use of District Equipment and Property

References:

Education Code Section 70902;
ACCJC Accreditation Standards III.B.3 and III.C.4

Each District employee shall be responsible for equipment under his/her/their 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.

District equipment shall not be loaned to persons not employed by or enrolled in the District.

Equipment shall only be removed from campus with proper authorization(s).

With the appropriate approvals as established in the District's Equipment Checkout Agreement, Laptop Issuance Form, Online Equipment Checkout Form, or any other District equipment checkout form; District equipment may be loaned to employees/students when such loan is in the course of employee's/student's job responsibilities or course requirements. The employee/student accepts responsibility for any damage, theft, breakage or other loss of such borrowed equipment while in the possession of the employee/student, if negligent.

When funds are collected for the loss, breakage or damage to District Property, such funds will be deposited in the Business Services Office to be accounted for in the appropriate manner.

Approved: October 28, 2020

Next Review Date: Fall 2026