AP 6535  District Equipment Use

Reference:
   Education Code Section 70902

Each member of the District staff shall be responsible for equipment under his or 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.

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].

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.

Revised 05/14/08