



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 Chancellor or designee.

References:

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

Adopted: July 13, 2016

Revision Adopted: November 4, 2020

Last Reviewed: ~~July 13, 2016~~, November 4, 2020

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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~~, November 4, 2020

Last Reviewed: ~~July 13, 2016~~, November 4, 2020