

AP 6535 Use of College Equipment

References:

NWCCU Standard 2.G.4
ORS 341.290(4)

Each employee of the College is 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.

College equipment shall not be loaned to persons not employed by, enrolled in, or authorized by the College.

Equipment shall only be removed from campus with proper written authorization(s). Persons wishing to use College equipment shall complete an equipment request form and submit the form to the Director of Physical Plant or the Director of Computer Services for computers and related equipment.

This policy does not apply to ongoing institutional operations, such as the library and other qualified educational programs.

Approved: March 12, 2019

Rescinds: