

Adopted  
January 27, 2009  
Last Revised  
July 15, 2016  
Last Reviewed  
July 15, 2016

## **AP 6535 USE OF DISTRICT EQUIPMENT**

### **References:**

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

Each employee of the District shall be responsible for equipment under his/her control. Equipment shall be properly cared for, cleaned, and secured by the responsible employee. Equipment that may be unsafe or ineffective shall be reported to the employee's supervisor in a timely manner.

Loss of equipment and unauthorized removal of equipment shall 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.

Equipment may be removed from District premises in the course of performing District business only with authorization from the appropriate administrator.

Also see BP/AP 6520 titled Security for District Property