



# **ADMINISTRATIVE PROCEDURE**

**6535**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **USE OF DISTRICT EQUIPMENT**

Each member of the District staff shall be responsible for equipment under his/her/their control. District equipment shall only be used for District-related purposes. Use of equipment shall be in accordance with District policies and procedures.

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).

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

Administrator: VP Administrative Services

Executive Cabinet Review/Approval: October 24, 2023

College Planning Council Review/Approval, 1<sup>st</sup> Reading: December 8, 2023

College Planning Council Review/Approval, 2<sup>nd</sup> Reading: February 9, 2024

Board of Trustees/Information: March 15, 2024

Next Review: March 2029