

PERSONAL USE OF COLLEGE EQUIPMENT
BY COLLEGE EMPLOYEES

The College exercises control over the use of College equipment by College employees for personal use.

See following page for procedure.

Adopted August 10, 1987
Reformatted April 13, 2010

PERSONAL USE OF COLLEGE EQUIPMENT
BY COLLEGE EMPLOYEES

The College exercises control over the use of College equipment by College employees for personal use.

Restrictions:

- College equipment will not be taken from College property without specific written authorization from the appropriate College officer.
- The use of College equipment by College employees for personal use must conform with departmental or division policies.
- Supervisors have control over what equipment may be loaned.
- Individuals borrowing equipment are responsible for that which they borrow.
- Appropriate forms must be completed and signed prior to the use or lending of equipment.
- College equipment may not be used by employees if the primary purpose of such use is for personal financial gain.

Approved August 10, 1987
Reformatted April 13, 2010