

USE OF DISTRICT EQUIPMENT

AP No. 6535

Board Reviewed: 5/75; 10/77; 9/81; 11/82; 2/83; 2001; 8/16/06

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- I. Each member of the District staff shall be responsible for equipment under his or her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.
 - A. District equipment shall not be loaned to persons not employed by or enrolled in the District.
 - B. Equipment shall only be removed from campus with proper authorization[s] and documentation.
 - C. If College property or personal property previously approved for use is lost, stolen, or damaged, the following procedures shall be followed in reporting the incident:
 1. An "Unusual Occurrence Report" shall be filed with the Campus Security immediately following the incident.
 2. Under the direction of the Cost Center Manager, a search and inquiry of the department shall be conducted to investigate the circumstances surrounding the lost, stolen, or damaged property.
 3. If a break-in occurred, the Sheriff's Office shall immediately be notified at 562/949-2421.
- II. Each fiscal year, \$20,000 shall be budgeted in an account to cover the cost or replacement of lost, stolen, or damaged college property or personal property previously approved for use in accordance with the following procedures;
- III. The \$20,000 shall generate interest at the same rate as other invested District funds and the interest shall be credited to the account at the end of each fiscal year.
- IV. The replacement of all lost, stolen, or damaged property during the fiscal year shall be charged against this \$20,000 account. Cost Center Managers shall indicate on the requisition forms that the requested purchase is for the replacement of lost, stolen, or damaged property.
- V. If the interest generated from the \$20,000 account is not sufficient to cover the cost of replacement for lost, stolen, or damaged property during a fiscal year, the excess cost shall be prorated to the respective Cost Centers in proportion to the cost of the replacement of lost, stolen, or damaged property for the fiscal year. The proportionate amount shall be charged against the respective Cost Center's Property Use Fund allocation for the next year. In

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effect, the excess costs will reduce the amount available from the Property Use Fund for use during the subsequent fiscal year, and the \$20,000 replacement account shall be replenished to the original level.

VI. Exceptions to charging cost of replacement of lost, stolen, or damaged property against the Cost Center's Property Use Fund may be approved by the Superintendent/President in extraordinary circumstances.

VII. Reference:

Education Code Section 70902