

**Coast Community College District
ADMINISTRATIVE PROCEDURE**

Chapter 6

Business and Fiscal Affairs

AP 6535 USE OF DISTRICT EQUIPMENT

References:

Education Code Section 70902

All District employees shall be responsible for any 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. District Risk Services should be notified for all equipment loss or theft, so that any applicable insurance replacement coverage can be pursued.

District equipment shall not be loaned to persons not employed by or enrolled in the District. Equipment shall only be removed from the District with proper authorization from the College President or designee

Ratified December 2, 2013