



STATE CENTER
COMMUNITY COLLEGE DISTRICT

Fresno City College | Reedley College | Clovis Community College
Madera Community College Center | Oakhurst Community College Center

Book	Admin Regulations
Section	Chapter 6 Business and Fiscal Affairs
Title	Use of District Equipment & Equipment Check Out Form
Number	AR 6535
Status	Active
Adopted	August 18, 2008

Use of District Equipment

Each employee shall be responsible for equipment entrusted to his or 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 equipment and a justification that replacement is essential to the activity served.

District equipment shall not be loaned or entrusted to persons not employed by or enrolled in the District.

Equipment shall only be removed from campus with proper authorization as evidenced on the form which follows. This authorization will not exceed one fiscal year.

Reference: Education Code Section 70902

Adopted by Chancellor's Cabinet: August 18, 2008

[AR 6535 - Equipment Check Out Form.pdf \(17 KB\)](#)