



# **ADMINISTRATIVE** **PROCEDURE**

**6535**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **USE OF DISTRICT EQUIPMENT**

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.

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 unless prior authorization is granted by the appropriate Vice President.

**Reference: Education Code Section 70902**

Approved by College Council: September 17, 2007  
Next Review: September 2012

Administrator: VP Business Affairs