



## **AP 6535 USE OF DISTRICT EQUIPMENT**

**Reference:**

Education Code Section 70902;  
ACCJC Accreditation Standards III.B.3 and III.C.4

Each District employee shall be responsible for District 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 process. The request must include 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.

Equipment shall not be removed from campus without proper authorization(s).

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**Date Approved:** April 27, 2015

**Legal Reference Update #26:** April 2015