

## LOAN OF COLLEGE EQUIPMENT

I. Policy Section

11.0 Business Functions

II. Policy Subsection

11.6 Loan of College Equipment

III. Date of most recent changes

December 9, 2004

IV. Policy Statement

College equipment may be loaned to employees for the purpose of executing the employee's job duties at a remote location.

V. Reason for Policy

To maintain an accurate inventory of College equipment and to ensure proper use of College equipment.

VI. Entities Affected by This Policy

Staff requiring use of College equipment remotely.

VII. Who Should Read This Policy

All College Staff

VIII. Related Documents

Faculty/Staff Home Software Agreement

IX. Contacts

Director of Purchasing  
Executive VP for Business and Financial Services

X. Definitions

Equipment – all equipment including cell phones, computer hardware, laptop computers, palm pilots and all other property owned by the College. Computer software is subject to the terms and conditions of the Faculty/Staff Software Agreement.

## XI. Procedures

College equipment may be assigned or loaned to employees for the carrying out of the employee's job duties.

College equipment will not be assigned or loaned for the personal use of an employee.

Consultation should take place between the supervisor and the employee requesting the loan of College equipment to determine necessity.

Standards for determining necessity:

1. Is the use of equipment at home or away from the College necessary for the performance of the employee's job?
2. Will the loan negatively affect others who might normally use the equipment?
3. Will there be a cost to replace the loaned equipment?

The Supervisor will send an "Equipment Release Form" to the Purchasing Office for review and approval. The Purchasing Director will review the request for compliance with College procedures.

The Purchasing Director or designee will keep the original, send a signed copy to Human Resources for the employee's file and a signed copy to the borrower.

The borrower will return the borrowed equipment to the Purchasing Office or the office that houses the equipment and confirm its return by signature of the receiving office on the "Equipment Release Form".

Cell Phones, Laptop Computers and Palm Pilots are considered equipment and require the completion of an Equipment Release Form.

By signature, the employee/borrower indicates responsibility for damage to the equipment due to misuse, or loss.

## XII. Forms

Equipment Release Form