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San Bernardino Community College District  
**Administrative Procedure**  
Chapter 6 – Business and Fiscal Affairs

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**AP 6535 USE OF DISTRICT EQUIPMENT**

*(Replaces current SBCCD AP 3760)*

Each member of the District staff shall be responsible for 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 equipment shall not be loaned to persons not employed by or enrolled in the District.

Equipment shall only be removed from campus with proper authorization(s).

**A. Authorization**

District-owned equipment shall not be removed from any District facility except with written permission of the college president, Chancellor, or designee. Authorization may be granted for the uses listed below through the “College Equipment Loan Agreement.” No item of equipment shall be removed under any circumstance until the warehouse supervisor has inventoried it and assigned a property control number.

**B. Permitted Uses**

District-owned equipment may be removed from campus, with proper authorization, for the following uses.

**1. Professional/Business Use**

Staff members may borrow District-owned equipment for professional use directly related to District business. In the case of computer or other electronic equipment no installation support will be provided unless the District requires such use.

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**2. Student Instructional Use**

District-owned equipment such as musical instruments or photography equipment may be loaned to students as they are required as part of the instructional program. Such loan shall be limited to the term in which the student is enrolled.

**3. Community Support Use**

Under special circumstances District-owned equipment may be loaned on a short-term basis in support of a special community project. Under such use the equipment shall be loaned to a specific community agency that shall supply a certificate of insurance for the equipment while under its control.

**C. Responsibility**

Any individual who removes District-owned property assumes personal liability for repair or replacement of such equipment in the event of damage or theft.

**D. Recall**

Any loaned equipment is subject to recall by a college or District official at any time.

**Reference:** Education Code Section 70902  
ACCJC Accreditation Standards III.B.3 and III.C.4

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**Approved: 4/04**  
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