

## Chapter 6 - Business and Fiscal Affairs

### AP 6535 Use of College Equipment

#### Reference:

Education Code Section 70902

Each member of the College 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. Equipment shall only be removed from campus with proper authorization.

College equipment shall not be loaned to:

- off-campus organizations;
- persons who are not currently attending Mt. San Antonio College; or
- students or college employees.

A transaction for off-campus use of College instructional equipment by College employees or persons attending Mt. San Antonio College will clear through the Instruction Office. Handicapped students shall clear with the College administrator responsible for Disabled Student Programs and Services.

Facilities of the maintenance garage, equipment and supplies are for College-owned equipment only and any use by others is specifically prohibited.

The Technical Support Services repair shops are for the repair of College-owned equipment only. The use of these shops, any technical repair equipment or any College-owned supplies for purposes other than the repair of College-owned equipment is specifically prohibited.

#### Equipment Responsibility

Each faculty member is responsible for the equipment in his/her classroom. Loss of equipment or the unauthorized removal of equipment must be reported immediately to the appropriate Division Office, and loss must be recorded on the inventory record for insurance purposes. Each faculty member is responsible for locking the door(s) of his/her classroom(s) when leaving.

#### Procedure for Replacement of Stolen Equipment

The custodian of any stolen or missing equipment who wishes to request replacement of the equipment shall submit a requisition through administrative channels to the Chief Fiscal Officer. The requisition shall include a complete justification that the replacement is essential to the activity it serves. The request for replacement shall be submitted to the College President/CEO for review and consideration of approval.

Reviewed: May 14, 2013  
Reviewed: December 6, 2014  
Reviewed: June 9, 2015  
Reviewed: August 17, 2016