

**Policy #5-530  
Equipment Policy**

Rev. 4/3/08  
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Approved By: Cabinet  
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Category: Financial and Business Affairs  
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**Equipment Policy**

Off-Campus Loans

Policy

Equipment may be used off-campus only if approved by the department chairperson (and the appropriate Vice President or Provost when the value is more than \$500). The use of such equipment must benefit the instructional or service programs of the College.

Procedures

A. Equipment Use Forms

A record of all equipment for off-campus use must be maintained. "Equipment Off-Campus Use Forms" are available from the Procurement & Property Control Services Office, Erwin Hall 218. Copies of the approved Equipment Off-Campus Use Form will be retained by the department chair, Property Control Services, and the Provost or appropriate Vice President. Once the equipment has been returned to its proper location, Property Control Services will be notified and the record file will be closed.

B. Responsibility

The designated user of the off-campus equipment will be responsible for such equipment. The user is expected to maintain and secure the equipment so that its condition upon return matches the condition it held before check-out (except for ordinary wear and tear).

C. Repair or Replacement of Equipment

The designated user of off-campus equipment will be held responsible for repair or replacement of equipment that is damaged due to negligence or misuse. Property Control Services shall manage the assessment of damage to or loss of the equipment. The assessment charges may be billed either to the individual, the department, or special grant, depending on the conditions of loss, negligence, or misuse.