

Each member of the district staff shall be responsible for equipment under their 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.

Except in cases where there is a specific loan agreement, district equipment shall not be loaned to persons not employed by or enrolled in the district, or who are not authorized by the district as volunteers, intern, or contractors..

Equipment shall only be removed from campus with proper authorization following the district established processes.