

**BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

**Equipment**

Employees and/or students shall use county office equipment only for school-related tasks. The Superintendent or designee shall ensure that all employees understand that personal use of county office equipment is prohibited and that a violation may be cause for disciplinary action.

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 4040 - Employee Use of Technology)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144 - Discipline)

(cf. 6163.4 - Student Use of Technology)

When school equipment is not being used by students or employees, school-connected organizations may be granted reasonable use of the equipment for school-related matters. (cf. 1330 - Use of School Facilities)

The administrator shall approve the removal of county office-owned equipment from the work site. When any equipment is taken off-site, the borrower is responsible for its safe return and shall be fully liable for any loss or damage.

**Transfer of Equipment to a New Site**

Employees transferred to another site shall take with them only those personal items that have been purchased with their own funds. Items paid for by the county office, school-connected organizations or grants shall remain at the initial location unless the administrators of both sites make special arrangements that serve the best interests of the countywide instructional program.

Equipment and materials unique to a special program being moved to another site may be moved to the new location upon the approval of both administrators.

**Equipment Acquired by Federal Funds**

Equipment purchased for use in a federal program shall be used in that program as long as needed, whether or not the program continues to be supported by federal funds. When no longer needed for the original program, the equipment may be used in other activities currently or previously supported by a federal agency. (34 CFR 80.32)

Each administrator or designee shall ensure that the following management provisions are established and maintained for equipment acquired in whole or in part with federal funds until such property is disposed: (34 CFR 80.32)

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1. A control system shall be developed to ensure adequate safeguards to prevent loss, damage or theft of the property. Any loss, damage or theft shall be investigated.
2. Adequate maintenance procedures shall be developed to keep the property in good condition.

If equipment is used for a purpose other than that for which it was originally purchased, the inventory shall include a dated statement justifying its current use. (cf. 3440 - Inventories)

**Legal Reference:**

EDUCATION CODE

35160 Authority of governing boards

35168 Inventory of equipment

CODE OF REGULATIONS, TITLE 5

3946 Control, safeguards, disposal of equipment purchased with state and federal consolidated application funds

4424 Comparability of services

16023 Class 1- Permanent records

CODE OF FEDERAL REGULATIONS, TITLE 34

80.1-80.52 Uniform administration requirements for grants to state and local governments

UNITED STATES CODE, TITLE 20

6321 Fiscal requirements

**ADMINISTRATIVE REGULATION:**

First Reading/Second Reading/Adoption: \_\_\_\_\_ 4-15-2008 \_\_\_\_\_

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**EQUIPMENT LOAN FORM**

I assume the responsibility for the following county office equipment:

Description    ID Number

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School-related purpose: (Note: items are not for personal use)

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I will return the above equipment to \_\_\_\_\_ (administrator or designee) no later than \_\_\_\_\_.

In borrowing the items listed above, I assume responsibility for any loss of or damage to the equipment or materials. If any items are damaged or lost, I will pay the cost of repairs or replacement.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT:**

Adopted: 4-15-2008