



## ADMINISTRATIVE PROCEDURE

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**TITLE: Use of College Equipment**

**ADMINISTRATIVE PROCEDURE # 6535** *(was 307.01)*

**RELATED TO POLICY # 6535 Use of College Equipment**

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- A. Each employee of the College is responsible for equipment under their control. Loss of equipment and/or unauthorized removal of equipment should be reported immediately to the department head or appropriate manager. Lost or stolen equipment should additionally be reported to the Director of Facilities and Security by completing an Incident Report form to assist in determining appropriate loss practices.
- B. Equipment reported as lost or stolen may be replaced once determined to be essential to the department's function, provided budget eligibility. A request must be submitted to the Senior Leadership Team member who oversees the department. 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.
- C. College equipment shall not be loaned to individuals not employed by or enrolled in the College. Equipment may be loaned to entities having a legitimate educational need and partnership with the College. Any exceptions require approval of the President or designee.
- D. Employees who have a need to work from home and a current approved Telecommuter Agreement should contact the Help Desk for assistance with identifying equipment needs for a home office. The Help Desk staff will provide the appropriate documents to identify any equipment leaving College property.
- E. Equipment shall only be removed from campus with proper authorization(s). The following departments have oversight responsibility over equipment:
  - 1. Facilities department is responsible for power tools, equipment;
  - 2. Information Technology department is responsible for computer equipment.

F. Personal use of UCC's property (i.e. equipment, supplies, materials, etc.) or removing UCC's property, without advance approval from the appropriate supervisory authority is prohibited. See AP 313.01 Standard of Conduct.

For any other questions the Purchasing department should be contacted to determine appropriate authorization(s) for the equipment.

**REFERENCES:**

NWCCU Standard 2.I.1  
ORS 341.290(4)

**RESPONSIBILITY:**

The Director of Facilities and Security, in consultation with the Director of IT, Director of HR, and Chief Financial Officer, is responsible for implementing and updating this procedure.

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**NEXT REVIEW DATE:**

**DATE OF ADOPTION: 5/20/2021 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**