



Reference: *Education Code Section 70902;*  
*ACCJC Accreditation Standards 3.8*

Employees of the District shall be responsible for equipment under their control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator. Employees will be financially responsible in the event of theft, loss, or damage to any District equipment assigned to them, unless waived by the Chancellor or designee.

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.

District equipment shall not be loaned to persons not employed by or enrolled in the District.

Equipment shall only be removed from District locations with proper authorization(s) by the Chancellor or designee.

Date: 8/26/2020

Reviewed/Revised: 12/9/24