

**OFF-CAMPUS USE OF COLLEGE EQUIPMENT**  
**Policy/Procedure**

**POLICY**

It is the general policy of the College that no equipment shall be removed from the premises except in accordance with this policy. This policy is intended to apply to portable equipment, i.e. equipment that is designed by the manufacturer to be used in various locations. Equipment expected to have a fixed location is not to be removed from the premises unless special arrangements have been made, in writing, with the President.

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he/she has possession of the equipment. No software shall be loaded on this or any College equipment unless in furtherance of College purpose.

## **PROCEDURE**

1. The person seeking to make off-premises use, as provided by paragraph 2 of the policy, shall complete the authorization form and obtain the signature of the Vice President or Executive Dean in the reporting line, and the President, when required.
2. Departments owning or acquiring laptop equipment shall set up a sign-out sheet that will include the date the equipment is taken, the purpose, the signature of the person who will have custody, and a place to initial and date upon return.
3. Prior to approving the authorization form, the Vice President/Executive Dean shall assure that the terms of the policy are met and the position in question is on the attached list of positions exempt under the Fair Labor Standards Act. The Vice President/Executive Dean authorizing the off-premise use of equipment shall retain a copy of the form and, if approval is for over 30 days, shall send a copy to Central Receiving.
4. Upon the return of the equipment, the authorizing Vice President/Executive Dean shall acknowledge the return of the equipment.