

**AP 6535      USE OF DISTRICT EQUIPMENT**

**Reference:**

Education Code Section 70902  
ACCJC Accreditation Standards 3.8

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.

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

Equipment shall only be removed from campus with proper authorization(s).

*Offices of Primary Responsibility:* Administrative Services

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Date Approved: April 21, 2009  
Date Reviewed/Revised: July 18, 2017  
**Date Revised:** November 19, 2024