

Policy III.3006.E, Use of Equipment

Purpose

The College shall control the location and usage of College-owned equipment.

Policy

Equipment classified as fixed assets belonging to San Jacinto College should not be removed from its assigned usage or storage location without proper permission. Certain items that are used by College employees for off-premises events should be checked out for that purpose after approval has been obtained from the respective leadership chain, including the Fixed Asset Custodian and Strategic Leadership Team (SLT) member.

Definitions

Equipment: Any College-owned device or material purchased for use in execution of College operations, primarily identified as an item of tangible personal property with a useful life exceeding two years and an acquisition cost of \$5,000 or more.

The Authority, Applicability, Sanctions, Exclusions, and Interpretation do not differ from Policy II.2000.A, Policy and Procedures Development, Review, Revision, and Rescission.

Associated Procedures

Procedure III.3006.E, Use of Equipment

Other Related Procedure

Procedure III.3008.A.a, Use of College-Owned or Leased Vehicle

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Primary Owner	Vice Chancellor, Fiscal Affairs
Secondary Owner	Associate Vice Chancellor, Facilities Services