

Title : Guidelines on Use of Personal Property

Number :

7030.01

Approved :

07/01/03

Reference :

Vehicles and Other Motorized Personal Property

Vehicles and other motorized personal property shall be restricted to use in support of official College educational and business activities.

Other Personal Property

Other personal property may be used by individuals and groups in congruence with the College's Official Community Service purposes and by College employees for personal non-profit activities. Other personal property shall include, but not be limited to small electrically powered equipment.

The use of other personal property for other than official College educational and business activities shall be regulated by the following parameters:

1. The intended use will not materially affect its life expectancy or inappropriately disrupt its use by the College, and the intended user has demonstrated adequate training in its operation.
2. The College will be reimbursed for all supplies consumed.
3. Approval has been granted by the supervisor accountable for the property.
 4. Use exceeding seven (7) consecutive calendar days has received the advance written approval of the Executive Vice President

