

AR 6510 Use of TBCC Equipment (other than computers and related technologies)

References:

BP 6500

Previous BP 209 and AR B004

ORS 341.290(4)

Each employee of TBCC is 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.

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

Equipment shall only be removed from campus with proper written authorization(s). Non-issued College property may not be removed from the campus for personal use or for use by individuals or organizations outside the College unless permission has first been obtained from, or special arrangements made with, the Office of the President or designee.

Approved: 4/24