

## **Procedure III.3006.E.a, Use of Equipment**

### **Associated Policy**

Policy III.3006.E, Use of Equipment

### **Purpose**

The College shall control the location and usage of College-owned equipment. This procedure is established by the College to provide guidance to faculty and staff on the various aspects of equipment management.

### **Procedures**

In accordance with the College's standards for ethical conduct, employees shall protect and preserve public property and equipment and not use it for any unauthorized purpose.

Specifically, equipment classified as fixed assets belonging to San Jacinto College should not be removed from its assigned usage or storage location without specific business need and proper approval. This includes equipment that has been purchased or donated, is operable or inoperable, or has been declared as surplus or scrap.

Use of all College property is restricted to purposes related to the College's mission, whether the property is physically located on or off College premises. College-owned equipment should not be loaned to individuals or organizations not connected with the College. Violations of this procedure may result in disciplinary action.

In accordance with Procedure III.3001.H.a, Fixed Assets, the College designates and trains Fixed Asset Custodians who are ultimately responsible for the following: affix College asset tags to equipment and provide pictures and location of equipment to the Comptroller's Office; know the location of all equipment in their inventory and ensure that equipment is adequately safeguarded and secured from possible theft and other hazards; report all changes in equipment location to the Comptroller's Office, which is critical for proper stewardship and accurate inventory control practices; assure that assigned equipment is utilized for College business purposes only and is located within College property; prepare appropriate forms requesting the transfer or disposal of all equipment; participate in the biennial inventory process; and exercise reasonable custodial care over the safeguarding of equipment to prevent the theft and loss of College property.

### **Off-Campus Use**

1. Equipment may not be removed from College premises until a College property tag has been verified to be affixed and Authorization Form for Off-Premise Use (form) is completed, submitted, and approval has been obtained from the respective leadership chain, including the Fixed Asset Custodian and Strategic Leadership Team (SLT) member. The form is available on the College website and from the Comptroller's Office.

2. The employee checking out College property is responsible for completing and forwarding the approved form to the Comptroller's office via email at FixedAssets@sjcd.edu.
3. The College Comptroller will maintain a repository to store forms after SLT approval and will request updated authorizations at appropriate intervals.
4. Use of property may be authorized for a period of up to 12 months for assets that are routinely used off-premises. Subsequent periods not to exceed 12 months must be authorized by completing a new authorization form. Approval may be revoked at any time at the discretion of the individual giving the approval or an appropriate College administrator.
5. Employees approved to use College property off-premises will be responsible for the safety and security of the property, and for reporting any property damage as soon as reasonably possible to the Fixed Asset Custodian, College's Comptroller, and the Director of Safety Health and Emergency Risk Management.
6. Equipment utilized for specific off-premises instructional needs are exempt from this procedure if equipment is used during instruction or for functional and safety verification of operation by authorized and experienced departmental staff. Examples of this would include instructional truck and bus assets, sea-worthy maritime assets, and other transportation assets where off premises business, instruction, and or testing is required.
7. College-owned or leased vehicles checked out by College employees should follow specific vehicle use processes as outlined in Procedure III.3008.A.a, Use of College-Owned or Leased Vehicle.
8. Laptop computers issued by or checked out from IT in support of College business or for travel should follow specific IT processes as outlined in Procedure 2-3-a, Individual Responsibilities for Computing Resources.
9. Assigned custodians of mobile devices such as laptop computers, tablets, cellular phones, and other related peripherals should follow specific processes as outlined in Procedure 2-3-a, Individual Responsibilities for Computing Resources.
10. Individuals who have checked out College property for off-premises use may be required to return property to College location for any physical inventory.

## **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.

**Fixed Asset Custodians:** Department leaders delegated the responsibility for safeguarding and maintaining the integrity of the assets.

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Associated Policy	Policy III.3006.E, Use of Equipment
Primary Owner of Policy Associated with the Procedure	Vice Chancellor, Fiscal Affairs
Secondary Owner of Policy Associated with the Procedure	Associate Vice Chancellor, Facilities Services

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