# 600.160 USE OF COLLEGE EQUIPMENT POLICY

College- or state-owned equipment, tools, computers, etc. are not to be removed from college facilities except for official college business. This policy is consistent with [WAC 292-110-010](https://apps.leg.wa.gov/wac/default.aspx?cite=292-110-010) Use of State Resources and applies to all faculty, administrators, and classified staff, both full and part-time.

The college president can authorize a college staff member to take tools or equipment off-campus for college-related work if it benefits the college. A form requesting authorization is available from the information technology services office. Staff will be financially responsible for the equipment when it is off-campus.

Approved by the president’s cabinet: 9/10/13, 8/26/14

Adopted by the board of trustees: 5/10/00, 10/16/13, 9/11/14

Last reviewed: 7/26/22

Policy contact: Administrative Services

Related policies and procedures

None identified at this time