

**EQUIPMENT AND SUPPLIES  
MANAGEMENT:  
AUTHORIZED USES OF  
EQUIPMENT AND SUPPLIES**

**CMB (R)**

**PUBLIC USE**

School furniture, equipment and supplies shall not be available for use, rent, or loan outside of school facilities without written permission from the Superintendent, other than for school-sponsored activities and events, or by other governmental agencies and agencies in charge of crises during time of disaster.

Whenever school equipment is needed by outside groups for use on school premises, it must be checked out through the school employee responsible for the equipment and must be operated by a person authorized by the school.

The borrower shall be responsible for the working condition and return of all such equipment. Failure to return equipment in proper working condition will result in a charge for repairs to the borrower. The campus principal or building administrator will have the responsibility for being sure equipment is returned in proper working condition.

**USE BY SCHOOL  
PERSONNEL**

School personnel shall not be allowed to take furniture or equipment home with them for personal use.

If school personnel need to use school equipment to perform work at home or away from district property then such equipment may be checked out by the supervisor/principal using the "Custody Receipt Form" available on the forms page on the intranet. The supervisor/principal will be responsible for properly administering this regulation.

District office personnel who need to use school equipment to do work at home or away from district property to perform their jobs, must secure permission from their immediate supervisor.

All personnel shall complete the Custody Receipt form prior to borrowing District equipment. The original form shall be kept on file in the principal's or supervisor's office. Employees are responsible for the repair or market value cost (as determined by the Risk Management Department at the time of the loss) for any items that are lost, stolen, damaged, or missing while the items were under their care, custody, and control while away from school district facilities or functions. Employees are also responsible for the market value or

repair costs of items left in their vehicles when they park away from the job site or travel/stop to conduct personal business in locations such as restaurants, post offices, shopping malls, day care facilities, etc. The principal or supervisor shall report such loss in accordance with Regulation CLD (R). An administrative error of not having a signed custody receipt available does not negate an employee's responsibility to reimburse the district for a loss.