

1.12 EQUIPMENT USE

Update Approved by Administrative Council on August 26, 2008

The use of state equipment is restricted by law and regulation to official state business, on and off campus (RCW 43.19.1917). RCW 42.20.010 provides that any public officer using any person or property under his/her control for personal benefit at any time or place is guilty of a gross misdemeanor.

PRACTICE

Equipment is available for use by all college personnel in the conduct of their official responsibilities and may be checked out for such use as needed. Requests for personal use will not be honored.

Inter-agency equipment loans may be arranged with advance approval. Under no circumstances may equipment be loaned to non-staff individuals.

PROCEDURE

Audio-Visual Equipment (see [3.04 Media Center](#))

Laptops and Portable Devices (see [6.02 Acceptable Use of Technology Resources](#))

Other Equipment

For on-campus use: Contact the individual responsible for the equipment to make arrangements.

For off-campus use:

1. Submit a [Portable Device Transfer Agreement](#) form to the appropriate administrator detailing the equipment needed, the location of equipment if known, the purpose for request, the group or agency to whom presentation is being made, and other pertinent details.
2. The administrator submits the request to the appropriate dean/director and to the vice president for administrative services.
3. The vice president for administrative services returns written approval to the administrator.
4. The administrator notifies the staff member making the request and authorizes equipment pick-up.
5. The staff member returns the equipment to its source and obtains a receipt which is returned to the appropriate administrator.

Inter-Agency Loans/Rentals: Follow the procedure for off-campus use.

Van or Bus Usage: Check with the Office of Student Programs (see also [5.05 Van Use](#)).

Revision Log

Date	By	Notes
6/16/08	T. Holland	Inserted link to new procedure Portable Device Transfer Agreement and to 5.05 Van Use.

Procedure Contact: Vice President for Administrative Services