

## USE OF COLLEGE EQUIPMENT OFF COLLEGE PROPERTY

### I. Policy Section

11.0 Business Functions

### II. Policy Subsection

11.6 Use of College Equipment Off College Property

### III. Policy Statement

Grand Rapids Community College (GRCC) equipment may be used at a remote location for the purpose of executing the employee's job duties and must be returned at the completion of those duties.

### IV. Reason for the Policy

To maintain an accurate inventory of College equipment and to ensure proper use of College equipment.

### V. Entities Affected by this Policy

Staff requiring use of College equipment remotely

### VI. Who Should Read this Policy

All GRCC employees

### VII. Related Documents

6.18 Acceptable Use of Technology

14.7 Use of College Vehicles

Media Equipment Check-out Request Form

### VIII. Contacts

Policy Owner: Director of Purchasing  
Procurement Specialist

IX. Definitions

College Equipment: all equipment including computer hardware, desktop and laptop computers, media equipment and all other property owned by the College. Use of computer equipment is subject to the terms and conditions of the Technology Acceptable Use Agreement. Equipment does not include furniture for the purposes of this policy.

Remote Location: any site that is not owned, leased, rented, or controlled by the College.

X. Procedures

A. College equipment may be assigned to an employee for the purpose of executing the employee's job duties remotely.

B. College equipment will not be assigned for an employee's personal use. Exceptions require the written approval of the Director of Purchasing.

C. Supervisor approval is required (to determine necessity) for the assignment of College equipment to any employee for use at a remote location. After obtaining supervisor approval, employees should utilize the Information Technology ticketing system to obtain College equipment for remote use.

1. College equipment assigned to employees for their normal daily work is exempt from this procedure

D. For information regarding the use of College vehicles, please contact the Director of the Ford Fieldhouse.

E. For information regarding the use of media equipment, please contact the Director of IT Media.

F. For information regarding the use of computer equipment, please contact the Information Technologies Helpdesk Manager.

G. For information regarding the use of all other college equipment, employees must contact the Director of Purchasing.

XI. Forms

N/A

XII. Effective Date

December 9, 2004

XIII. Policy History

February 2015 - Incorporated policy into the current format

February 2019 - no changes

June 2023 - Revised for consistency regarding other College policies and procedures and to reflect updated titles.

XIV. Next Review/Revision Date

February, 2027