

## 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

College 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

Acceptable Use Agreement  
Use of College Vehicles  
Use of Media Equipment  
Use of Technology Equipment

### VIII. Contacts

Policy Owner: Director of Purchasing  
Procurement Specialist

IX. Definitions

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

Remote Location - any site that is not owned or leased 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 the 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. The Supervisor will send an "Equipment Release Form" to the Purchasing Office for review and approval. The Purchasing Director or Procurement Specialist will review the request for compliance with College procedures. The Purchasing Director or Procurement Specialist will keep the original; send a signed copy to Human Resources for the employee's file and a signed copy to the employer. The employee will return the borrowed equipment to the Purchasing Office or the office that houses the equipment and confirm its return by signature of the receiving office on the "Equipment Release Form".
  - 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 Operations at the Ford Fieldhouse.
- E. For information regarding the use of media equipment, please contact the Media Technologies Manager.
- 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

[Equipment Release Form](#)

XII. Effective Date

December 9, 2004

XIII. Policy History

February 2015 - Incorporated policy into the current format  
February 2019 - no changes

XIV. Next Review/Revision Date

February, 2023