

Administrative Procedure 3022

Borrowing, Lending, Renting and Use of Equipment

1. Items essential to the performance of an employee's duties should be provided by the district from public funds except where tradition is to the contrary, as in the case of certain tradespeople.
2. Where an employee feels it necessary or desirable to use personal property in the furtherance of his or her duties, the employee may do so subject to the attached regulations, in which case loss or damage of the property will be treated as loss or damage of Board property. Failure to follow regulations shall free the Board from all or any obligation in matters relating to the use, loss, damage, or wear of such personal property.
3. Procedures for borrowing equipment from, or lending or renting equipment to, outside agencies and organizations, as well as to and/or from students or employees, shall be in accordance with the attached regulations.