

Use of Supplies and Equipment

All requests by employees or students for use of equipment assigned to a site or owned by the student body will be submitted to the site administrator on an Equipment Checkout Request form.

Employees or students may not use district equipment for personal betterment or financial gain. The employees or students using district equipment for district purposes are responsible for the care and custody of the equipment while it is in their custody and are liable for any loss or damage.

Employee requests for use of supplies and equipment off site for district purposes are to be referred to the site administrator for approval.

Legal References: Chapter 42.24 RCW Payment of Claims for Expenses, Material, Purchases -- Advancements

Former Procedure: 7201-P1

Date: 05.01.03

Revised: 05.13.13