

LOS RIOS COMMUNITY COLLEGE DISTRICT
PERMIT TO TAKE EQUIPMENT OFF CAMPUS

Background:

District policy (P8353) and Regulation (R-8353) require that prior to any district equipment being taken off campus by an employee, permission from the Vice President of Administrative Services (Colleges) or Vice Chancellor, Finance and Administration (District Office) must be granted. Any employee (faculty, manager, or classified) needing to take District equipment off campus must complete this request form indicating an appropriate college purpose relating to this request. Permission will only be granted if a college related purpose can be shown (equipment shall not be loaned for personal purposes). Taking district owned equipment off district property prior to receiving this permission is contrary to Board policy.

Procedural Steps:

1. Requestor completes this form and forwards to his/her manager for approval.
2. Manager signs off on the form only if usage is appropriate and meets the needs of the department. The form will then be forwarded to VPA/Vice Chancellor for approval
3. VPA/Vice Chancellor approves or denies permit, forwarding a copy to the requestor.
4. If approved, requestor may take the equipment off campus.
5. Manager's office notifies VPA/Vice Chancellor when equipment has been returned.

Formal Request to Take College Equipment Off Campus:

Name & WID of requestor: _____

Proposed item to be taken off campus:

1. Description: _____ Make/Model: _____
Asset Tag Number or Serial Number _____
2. Description: _____ Make/Model: _____
Asset Tag Number or Serial Number _____
3. Description: _____ Make/Model: _____
Asset Tag Number or Serial Number _____

Reason for this request:

Proposed effective dates of equipment loan: _____

It is understood that the undersigned requestor will be responsible for any and all costs relating to the personal use, theft or damage of this equipment during the period of time equipment checked out to me.

Signature of Requestor: _____

Signature of Manager: _____

Signature of VPA/Vice Chancellor: _____

Date VPA/Vice Chancellor notified that equipment was returned: _____