



## USE AND DISPOSAL OF COLLEGE PROPERTY POLICY

**Board Bylaw:**

**Policy Number: 2.6001**

**Subject Area: General College Policies/Administration**

**Adopted: 01/17/2002**

**Revised: 01/17/2002**

This policy applies to all personal property owned by the College, including, but not limited to, equipment and furniture. Use of College facilities is addressed in a separate policy.

Property owned or leased by the College shall be used only by College employees in the performance of assigned job responsibilities and duties. College property may not be used by employees for private use or personal profit.

College property may be used by outside organizations with prior approval of the College administration and within established guidelines and procedures.

Property that is determined to be obsolete for College use and declared by the Board of Trustees to be "no longer needed for College purposes" shall be disposed of in accordance with applicable law and according to established procedures. When College property is sold or otherwise distributed to other organizations, in-district organizations will receive first priority.

**Approval History:**

Replaces Use and Disposal of College Property 6.3, approved January 17, 2020