

**COLLEGE OF SOUTHERN NEVADA
FINANCE & FACILITIES DIVISION
EQUIPMENT CHECKOUT POLICY**

1. PURPOSE


To authorize, monitor and control the off campus use of college equipment on loan to faculty, staff or contractors.

2. POLICY

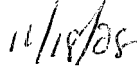
- A. The College will permit individuals to remove college equipment from campus for completion of academic or administrative assignments through a checkout procedure. The property must be used exclusively for college purposes.
- B. Individuals removing college equipment from campus assume full responsibility for the care, security, and replacement of such property.
- C. If property is negligently lost or damaged beyond repair the borrower must provide funding for the purchase of new comparable equipment. Loss of equipment may preclude the employee from borrowing equipment in the future.
- D. An *Off Campus/Home Use Permit* form must be completed by the requestor and approved prior to removing equipment from the campus.
- E. Approval must be granted by the authorized property representative, which includes the Dean, Director, or Department Chair.
- F. Approval will not be given to students or part-time staff.
- G. Departments must provide a copy of the *Off Campus/Home Use Permit* to the department with ownership of the equipment as well as the Inventory Control Department.
- H. Property checkout is for a maximum of six months. At the expiration of the checkout period the equipment must be returned to the issuing department for inspection, equipment update and possible re-issuance upon completion and approval of a new *Off Campus/Home Use Permit*. A copy of the approved, current *Off Campus/Home Use Permit* must be forwarded to the Inventory Control Department.
- I. Installation or use of unapproved software may be grounds for denial of a new *Off Campus/Home Use Permit*.
- J. Property must be returned immediately:
 - At the request of the Dean, Director, or Department Chair.
 - Upon the employee's separation from employment in the department or College.
 - Upon the contractor fulfilling all requirements of a contractual agreement with the College.
- K. The returnee and department must complete the return portion of the *Off Campus/Home Use Permit* and provide a copy to the Inventory Control Department.

- L. Deans, Directors, or Department Chairs are responsible for maintaining accurate records of all college equipment that is checked out for on or off campus use from their respective areas. It is also their responsibility to ensure that college property is returned to the campus by the designated time period.
- N. Deans, Directors, or Department Chairs must ensure that they can provide the Inventory Control Department, upon request, a complete and accurate listing of all equipment checked out.
- O. College equipment that is removed from the campus is to be included as part of the annual department inventory (see CSN Equipment Policy).

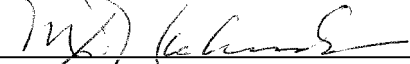
3. **APPROVAL**



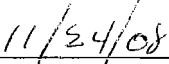
 Patricia Charlton, Sr. Vice President, Finance & Facilities




 Date



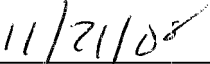
 Michael D. Richards, President



 Date

Reviewed by Faculty Senate:


 Sondra Cosgrove, Faculty Senate Chair



 Date