

NORTHEAST COMMUNITY COLLEGE POLICY MANUAL

SECTION 6– BUSINESS & FISCAL AFFAIRS SUBSECTION 67 – PHYSICAL RESOURCES

POLICY NUMBER: BP – 6710

COLLEGE PROPERTY

1. POLICY REASON/PURPOSE/INTENT

To establish a policy on the use and control of college property.

2. DEFINITIONS

N/A

3. POLICY

3.1 Property used by departments or divisions belongs to the College as a whole and not to any department or division to which it has been assigned. College staff members shall be held accountable for any damage resulting from their negligence to property assigned to them and shall not lend such property or permit the same to pass out of the control of a College employee, except upon a permit signed by the Vice President of Administrative Services or his/her designee.

4. APPLICABILITY

N/A

EFFECTIVE DATE: 05/08/2014

ORIGINAL ADOPTION DATE: 03/18/1976 (item #1212)

REVISION DATE (AND BOARD OF GOVERNORS' MINUTES ITEM NUMBER): 11/10/1994
(item #7035); 06/10/1999 (item #8527); 05/08/2014 (item #11433)

PRIOR POLICY/PROCEDURE NUMBER: 3030

SCHEDULE FOR REVIEW: 2019

DIVISIONS/DEPARTMENT RESPONSIBLE FOR REVIEW & UPDATE: Admin Services

SPONSORING DIVISION/DEPARTMENT: Administrative Services

RESCINDED DATE: none

LEGAL REFERENCE: none

CROSS REFERENCE: none

PROCEDURE(S) FOR POLICY: none

RELATED POLICIES/REFERENCES: none

POLICY KEY WORDS: college property; equipment