PROCEDURE:
3.3.9p1. Authorized Uses of Equipment and Supplies

Revised: June 10, 2008; June 16, 2010; May 18, 2011; June 20, 2012; June 19, 2013; June 17, 2015; September 21, 2016; August 19, 2020; August 21, 2024
Last Reviewed: June 10, 2008; May 26, 2009; June 16, 2010; May 18, 2011;June 20, 2012; June 19, 2013; June 18, 2014; June 17, 2015; September 21, 2016; June 21, 2017; August 15, 2018; August 21, 2019; August 19, 2020; August 17, 2021; August 17, 2022; August 15, 2023; August 21, 2024
Adopted: June 20, 2007

I. PURPOSE
This procedure guides the use of equipment and supplies at Ogeechee Technical College.

II. RELATED AUTHORITY
State Board Policy 3.3.9. Inventory Management

III. APPLICABILITY
This procedure applies to students, employees, and visitors of Ogeechee Technical College.

IV. DEFINITIONS
None.

V. ATTACHMENTS
None.

VI. PROCEDURE
Students
Student use of Ogeechee Technical College equipment must be under the supervision of College faculty or under special circumstances approved by the Vice President for Academic Affairs. Students should not abuse or misuse equipment and supplies. Any damage caused by misuse will result in disciplinary action. Under no circumstances shall students remove equipment from the school's premises.

Employees
Employees of Ogeechee Technical College are not authorized to use State equipment and/or supplies for personal use or gain. Any damage to equipment by employees may result in disciplinary action. Any employee must request prior approval from the appropriate vice president before moving any equipment from school's premises for work related assignments. Equipment regularly used off campus will be assigned to an individual and will not require approval.

Visitors

Visitors to Ogeechee Technical College are not authorized to utilize any College equipment unless enrolled in continuing education classes, customized training, or facilities rentals, with the exception of the library.

VII. <u>**RECORD RETENTION**</u>

N/A