

EQUIPMENT USAGE AND DISPOSAL POLICY AND PROCEDURE



EQUIPMENT USAGE POLICY

College equipment shall only be used in activities consistent with the goals and mission of the College. Such activities include training, staff development, research, and other activities deemed appropriate by the Anoka Technical College Administration in accordance with the State of Minnesota statutes. Any non-instructional use of equipment must be approved by the President. Documentation of usage, timeframe, location, and description of equipment must be filed with the Anoka Technical College President's office.

Lost or stolen equipment shall be immediately reported to the staff member's supervisor.

EQUIPMENT DISPOSAL POLICY

It shall be the responsibility of the Anoka Technical College Administration in conjunction with Minnesota State Colleges and Universities System personnel to dispose of equipment that is no longer of value to the College, securing the highest return available. The recommendation of the President shall be obtained. Disposal will be in accordance with the Minnesota State Colleges and Universities System disposal procedures.

EQUIPMENT DISPOSAL PROCEDURE

Equipment no longer needed by a program should be transferred to other programs or disposed of by notifying Wendy Meyer, Chief Financial Officer.