

**Category:** Operations

**Department:** Business office

**Policy Title:** College Property

**Policy Statement:** It is the responsibility of all college employees to protect college property. College property is defined as any item donated to the college or purchased with college funds.

**Procedures:**

The use of college property for personal use is prohibited.

When college property is missing, the loss must be reported to Campus Police.

For Disposal of College Surplus Properties - see Disposal of College Surplus Properties policy

**Contacts:** Vice President for Administrative Services

**Approved Date:** 7/1/2016

**Policy History:** 2005

**Keywords:** property, asset, disposal, loss

**Related Form:**