

EQUIPMENT AND SUPPLIES MANAGEMENT
AUTHORIZED USES OF EQUIPMENT AND SUPPLIES

CMB
(LOCAL)

Employees and Board members shall not make improper use of District resources nor permit others to do so. Improper use may be defined as unauthorized appropriation, possession, or personal use of District assets. Examples of assets include communications systems, copying equipment, and office supplies. See the Employee Handbook for specifics.

The business office may establish and collect a fee for incidental use of District assets.