

EQUIPMENT AND SUPPLIES
Authorized Use

Vehicles

School owned vehicles and tractors may not be loaned to anyone for private use. Such vehicles and tractors may only be used for school use by authorized personnel.

Equipment

School equipment such as chairs, projectors, etc. may be loaned as a public service by the building administrator where the equipment is on inventory. A lending voucher must be completed prior to the equipment being loaned. Equipment that is no longer needed in a building is to be transferred to the administrative assistant who will store and inventory it until such time as it is needed elsewhere in the division or is approved for sale as surplus. Equipment may not be loaned to anyone, including school employees, for private purposes.

Supplies

School supplies may not be loaned to anyone for any reason nor used by employees for private purposes.

Adopted: November 8, 1994
