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**Board Policy**  
Chapter 6 – Business & Fiscal Affairs

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**BP 6535 USE OF DISTRICT EQUIPMENT**

**References:**

California Community College Budget and Accounting Manual;  
National Council on Governmental Accounting Statement 1;  
Governmental Accounting and Financial Reporting Principles

The District conducts a periodic physical inventory of capital assets consisting of land, equipment and buildings. Perpetual inventory records will be updated annually.

Employees and officers of the District may be authorized by the Superintendent-President to use District property or equipment on a limited basis to conduct District-related business on or off campus. Each member of the District staff shall be responsible for equipment under their control and shall immediately report loss of equipment and unauthorized removal of equipment to the appropriate administrator.

Use of District equipment for personal use shall not be authorized.

Also see AP 6535 Use of District Equipment.

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**Adopted:** September 12, 2000

**Revised:** June 23, 2009; July 20, 2022

*(Replaces former LBCC BP 6007)*