



Property owned or leased by the College shall be used only by College employees in the performance of assigned job responsibilities and duties. College property cannot be used for the purpose of a private business or for the use of any outside organization without the prior written approval of the Executive Director of Campus Operations and Technology. College property may be used on rare occasions by an employee or an outside organization with prior written approval of the Executive Director of Campus Operations and Technology.

College property certified to be obsolete or worn out that had an original value of \$25,000 or greater may be disposed of or sold. The Chief Financial Officer will determine the disposal methodology most beneficial to the College property that had an original value of \$5,000 or greater.