



OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 3019      REMOVAL AND RETURN OF COLLEGE PROPERTY AND USE OF  
PERSONAL PROPERTY**

College-Owned Property

All College property shall normally be removed from and returned to only the shipping and receiving dock during operational hours. The Material Control Department shall check in and out all College property except in unique cases when the accounting unit head in charge of the area from which the item was removed has provided approval for on-going removal and return. In this circumstance, a memorandum notifying the Material Control Department and Campus Safety & Security of the description of the item and the name of the individual removing and returning the item will be provided.

The individual removing College property must complete an Equipment Removal Authorization Form, which has been signed by the director of the department from which the property has been removed. No College-owned property shall be removed from the campus without written authorization from the department head. College-owned property may not be removed from the College if its use off-campus will decrease its life expectancy or if it will be used for personal profit.

Personal Property

Personal property may be used on campus. Personal property with a value of \$500.00 or more must be approved and recorded by the individual's department head before the item can be brought on campus. The College is not responsible for the loss or damage of personal property while it is on campus.

Removal of personal property requires the approval of the department head. Personal property may only be claimed and removed by the employee who owns it or authorized family member. Removal of personal property such as notes, files, and other personal items by a person other than the employee who owns them must have the authorization of the department head. Campus Safety & Security must be notified when personal property is to be removed from campus.

Effective Date:            12-07-1998