

**Crow-Applegate-Lorane
School District 66**

Code: **EDC**
Adopted: 8/02/87
Revised/Readopted: 4/10/89 8/02/04; 6/09/14
Orig. Code(s): 6300.2

Use of District-Owned Equipment

When district equipment is not being used or needed for educational purposes, it may be loaned. The loan of district equipment can only be executed by an officer of the district having normal jurisdiction over such equipment or materials. Each separate loan of equipment, where it is moved from its normal place of use, shall be affirmed by a signed statement of agreement, to be kept on file in the administrative office executing the agreement on behalf of the district.

Proper controls are to be exercised by each district administrator to assure the borrower's responsibility for care of the equipment and repair or replacement, if necessary.

An equipment use form will be utilized.

Loaning shall not be on a sustained or continuing basis.

Any such use as may be authorized by the district for employees and Board members shall meet the requirements of ORS Chapter 244.

END OF POLICY

Legal Reference(s):

[ORS Chapter 244](#)

[ORS 332.107](#)

[OAR 584-020-0040](#)

OREGON GOVERNMENT ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).