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## **ADMINISTRATIVE MANUAL**

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# **EQUIPMENT POLICY**

**POLICY 215**

- 1.0 PURPOSE:  
To establish policies and procedures for control of equipment loans to student organizations.
- 2.0 REFERENCES:  
A.S.I. Request for Payments or Purchase (RPP) Procedure  
A.S.I. Operational Manual  
California Administrative Code
- 3.0 POLICY:  
A.S.I. provides funding for organizations which may include the purchase of equipment and non-consumable items. In all cases where A.S.I. purchases these items, A.S.I. shall retain exclusive ownership of these items. Associated Students shall maintain equipment it purchases for the use of student organizations for the betterment of the campus community.
- 4.0 DEFINITIONS  
None
- 5.0 PROCEDURES
- 5.1 Resources must be of some educational, cultural, or enlightenment value and provide some clearly evident benefits to the students of CSLA.
- 5.2 All resources will be considered the property of the Associated Students, Inc. immediately upon their purchase.
- 5.3 Whenever practical, feasible, and otherwise appropriate, the Associated Students will provide all storage, maintenance, inventory and damage control required for resources purchased with A.S.I. funds.
- 5.4 A.S.I. may, at the discretion of the Executive Director, allow an organization to maintain custody of the equipment for ease of access through a written agreement. In cases where an organization is allowed to maintain custody, the organization shall be responsible for ensuring the proper storage, maintenance, inventory and damage control required.
- 5.5 A.S.I. property shall not be loaned to organizations that are not recognized in some fashion by the University. A.S.I. does not permit loans of A.S.I. equipment to individuals for non-A.S.I. uses. The Executive Director shall have the final decision as to the appropriateness and condition for an equipment loan.
- 5.6 Failure to return A.S.I. equipment on demand may result in a freeze on organization funding, efforts to collect the equipment and possible civil action.

