

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM
BUSINESS PROCEDURES MANUAL
PROCEDURE 2.5

Effective Date: November 15, 2005
Supersedes: Procedure 2.5 dated August 1, 2002
Applies To: Colleges and System Office
Procedure Responsibility: System Facilities Management

Off-Site Use of Equipment by Employees

Section 2.5.1 - General Policy

Section 2.5.2 - Procedures for Off-Site Use

Section 2.5.1 - General Policy

It is understood that it is necessary to take KCTCS equipment, including computer equipment, off campus for work related use. No KCTCS equipment will be utilized off-site without the expressed, written consent of the College CEO or designee. System Office staff will be required to obtain the written consent of their immediate supervisor prior to removal of equipment from the premises.

Section 2.5.2 - Procedure for Off-Site Use

- A. Each college will maintain a record of all equipment that is being utilized by employees off campus. This record shall contain at a minimum:
1. Name of employee
 2. Description of equipment
 3. Inventory tag number
 4. Date equipment signed out
 5. Expected date of return
 6. Signature of approving authority
 7. Signature of employee

This record must be available for inspection by property management coordinators from KCTCS Facilities Management for inventory purposes.

Please contact the Insurance Coordinator in the Office of Facilities Management to schedule this equipment for insurance coverage.

- B. No KCTCS equipment shall be removed from KCTCS property for personal use or benefit.

END OF PROCEDURE