

VENTURA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT POLICY NO. 3512.3

ADOPTED: 02/14/96

CLASSIFICATION: General Administrative Policies

REVISED:

SUBJECT: Use of Equipment Off the Premises

County School Service Fund equipment may be taken from the County Office of Education by employees for use in their regular service with school districts or professional personnel in Ventura County, provided that permission is obtained from the head of the department from which the equipment is borrowed, and provided further, that accurate record of such use is made by that department.

In all cases, the employee is responsible for the proper care and return of the equipment.