

# PROCEDURE

**Number:** 74-07  
**Title:** Equipment/Loaning Off Campus and Between Departments  
**Responsibility:** Vice President of Finance and Administration  
**Original Approval Date:** 06/15/2004  
**Last Cabinet Review:** 07/08/2025  
**Last Revision:** 07/02/2025

## Reference (Policy and/or Procedure)

**SBTCE:** Procedure 4-5-101.1 Assets and Inventory Management  
**FDTC:** Policy# 70-42 Security of Plant Facilities and Management  
**Other:**

## Procedure Description

### 1. Loaning Equipment Off Campus

A. State equipment will not be removed from the campus on loan unless it is to be used to conduct training or for demonstrations.

B. When it is determined that equipment is needed for off-campus training or demonstrations, authorization to remove equipment from the campus must be granted in writing to the Shipping and Receiving Coordinator by the Department Head or in his/her absence, the appropriate Vice President.

C. It is forbidden to loan or remove any of the following equipment from the campus for any reason:

Surplus Property (State Surplus)

### 2. Loaning Equipment Within the Institution

A. Equipment may be loaned between departments, provided an email is sent to the Shipping and Receiving Coordinator regarding the move.