

## AUTHORIZED USE OF WESTERN DAKOTA TECHNICAL COLLEGE PROPERTY

### **I. Purpose**

The purpose of the policy is to ensure the safekeeping of Western Dakota Technical College (WDTC) property and to ensure that all property is used for educational and College-related purposes.

### **II. General Statement of Policy**

- A. The policy of WDTC is that all College property including furniture, equipment, assets, supplies, and instructional items are to be used only for College business by authorized personnel on College premises, or at College-related events. Personnel entrusted with College property for College-related off-campus events or duties are responsible for the proper use, care, and return of this property.

### **III. Definitions**

The examples in the definitions below do not contain all possible items and is a non-exclusive list.

- A. Authorized Personnel – means a person who requires access to College furniture, equipment, assets, supplies, instructional items, and other College property to fulfill their job duties.
- B. Assets – property owned by a person or company, regarded as having value, including but not limited to vehicles, lathes, welding machines, and mannequins.
- C. Furniture – large movable items used to make a space suitable for living or working, including but not limited to tables, chairs, and desks.
- D. Equipment –necessary items for a particular purpose, including but not limited to analyzers, software, power tools, and computers.
- E. Supplies –items which commonly have a shorter life span than equipment, including but not limited to paper, gloves, nuts and bolts, tape measures, and stethoscopes.

### **IV. Reporting Procedures – None**

### **V. Dissemination of Policy and Training**

- A. This policy shall appear on the WDTC website on the policy webpage.

Legal References: None

Board Approved 3/19/2018; Committee Reviewed 4/15/2020; Committee Reviewed 1/31/2022; Committee Reviewed 10/31/2023