

### **5.1.4 College Property Personal Use by College Employees**

#### **Preface:**

- A.1 As a rule and except as provided by College procedures, College employees shall not use College property for personal purposes, particularly when such use would involve removing the property from the College and/or putting the property at 'risk'. However, when it is necessary, the following procedures shall be respected.

#### **Procedures:**

- B.1 The manager responsible for the (control of the) College property will provide prior written approval of its use for personal purposes and so indicate on a Property Log Form.
- B.2 Recording
- B.2.1 College property removed from its normal location during the course of personal use shall be logged-out and logged-in using the Property Log Form (Appendix A, attached hereto).
- B.2.2 Managers shall ensure that the Property to be logged out is described fully (i.e., serial or College ID numbers) on the Property Log Form prior to authorizing approval.
- B.2.3 The original signed copy of this form shall be submitted to the Bursar.
- B.3 Return of Property
- B.3.1 Upon return of the property, the Manager will match the property information with that recorded on the original Property Log Form. The Manager shall then sign the Form to indicate that the property has been "Received", "Date Received" and "Condition", and forward this copy to the Office of the Bursar.
- B.4 As per Facilities Equipment 5.1.6 *Use of College Vehicles* College-owned vehicles will not to be made available for personal use by College employees.
- B.5 The Office of the Bursar will review and update the Property Log annually or as required.

Review Date:	January 2010	Issue Date:	February 11, 1987	
Amendment (2)	March 17, 1999	Concerning:	All Employees	
Manager Approval:	<i>Original signed by Dianne Teslak</i>	Title:	Bursar	Date: January 2010
College Approval:	<i>Original signed by Nick Rubidge</i>	Title:	President/CEO	Date: January 2010



**PROPERTY LOG FORM**

In accordance with College Procedure 5.1.4 *College Property - Personal Use by College Employees*, employees requiring the use of College property for personal use and/or removing same from its normal location, must receive prior written approval from the manager responsible for the equipment and submit this completed Property Log Form to the Office of the Bursar.

***In booking out the property noted below and signing therefore, I hereby accept personal responsibility for this property and agree to pay the College for its replacement, should it go missing or become damaged or destroyed while in my possession.***

**PROPERTY LOG**

The following is to be completed each time College property is used (borrowed or returned) by College employees for personal purposes and removed from its normal location.

NAME OF USER: \_\_\_\_\_

SIGNATURE OF USER: \_\_\_\_\_

1. DESCRIPTION OF PROPERTY: \_\_\_\_\_

PROPERTY NUMBER/IDENTIFICATION: \_\_\_\_\_

DATE BORROWED: \_\_\_\_\_ Mgr. APPROVAL: \_\_\_\_\_

or

DATE RETURNED: \_\_\_\_\_ RECEIVED by: \_\_\_\_\_

CONDITION of property: \_\_\_\_\_

2. DESCRIPTION OF PROPERTY: \_\_\_\_\_

PROPERTY NUMBER/IDENTIFICATION: \_\_\_\_\_

DATE BORROWED: \_\_\_\_\_ Mgr. APPROVAL: \_\_\_\_\_

or

DATE RETURNED: \_\_\_\_\_ RECEIVED by: \_\_\_\_\_

CONDITION of property: \_\_\_\_\_