

KGA Use of Service Center Personal Property and Equipment

KGA

Requests for use of service center equipment by individuals or outside organizations shall be submitted to the executive director. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the executive director and approved by the board. The executive director may establish a deposit for use of service center equipment before it is removed from the service center property. The deposit will be paid to the accounts receivable clerk and will be refunded when the equipment is returned in working order.

Personal Use

No service center equipment shall be used by staff for personal reasons at service center buildings or away from its designated station without the prior approval of the executive director.

Approved: SCKESC Board of Directors 1/2009, 10/2014