

**SAN DIEGO COUNTY OFFICE OF EDUCATION**

**ADMINISTRATIVE  
REGULATION NO. 3512**

**CLASSIFICATION: Business and Noninstructional  
Operations**

**ADOPTED: 9/13/95**

**REVISED:**

**SUBJECT: Equipment or Other  
Property, Use of**

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Equipment or other property of the San Diego County Office of Education shall be used only for the official purposes and activities of the County Board of Education and the offices, schools, and programs operated by the County Superintendent of Schools. Equipment/supplies/other property of the San Diego County Office of Education may not be utilized by officers, employees, or students for personal purposes.

Reasonable use of specific equipment or other property may be authorized for educational organizations for education-related matters when such equipment/supplies/other property is not required by staff and students and the actual cost of the use of equipment or services such as copying is paid by the educational organization. The division assistant superintendent may authorize use of designated personal property by an educational organization and establish terms, conditions, and cost.

The consent of the division assistant superintendent is required before equipment or other property (other than fleet vehicles) may be removed from the assigned work site location at the San Diego County Office of Education, off-site facility, or school. Equipment or other property removed from the assigned work site location by an employee or used by an educational organization is the responsibility of the authorized user who shall ensure the prompt return of the equipment or other property in satisfactory condition.