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**Responsible Office:** Information Technology Services

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## General Description

### Purpose:

To establish procedures for the return of university-issued equipment and outline the consequences for non-returned and damaged items.

### Definition:

- **Equipment:** Includes but is not limited to laptops, hotspots, headphones, athletic uniforms, warm-ups, and jackets.
- **Non-Returned Equipment:** Equipment not returned by the due date or upon the student's departure from the university.
- **Damaged Equipment:** Equipment returned in a condition that is not the same as when it was issued, excluding normal wear and tear.
- **Lost Equipment:** Equipment that cannot be located by the individual to whom it was issued and is presumed missing and is reported as missing to the University Police Department.
- **Stolen Equipment:** Equipment taken without permission and reported as stolen to the University Police Department.

### Scope:

This policy applies to all students of California State University, Bakersfield, who check out University owned equipment .

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## Policy/Procedure

### 1. Return of Equipment:

- All university-issued equipment must be returned by the due date specified at the time of issuance.

- Graduating students or students who unenroll in the University, must return all equipment prior to commencement or upon disenrollment.

**2. Reporting Lost or Stolen Items:**

- Any lost or stolen equipment must be reported immediately to the University Police Department.
- A report must be submitted to the department to which the equipment was checked out from along with the police report.
- Individuals are allowed a single replacement for lost or stolen equipment from the originating department. Any subsequent lost or stolen items will be charged the full value of the equipment.

**3. Damaged Equipment:**

- Any equipment that is returned in a damaged condition will be assessed for repair or replacement costs by the department. Fees will be placed on the student account within 30 days.
- The individual who was issued the equipment will be responsible for the cost of repairing or replacing the item within 30 days of charges being placed on the account.

**4. Consequences of Non-Return:**

- Non-returned equipment will be considered a student debt in accordance with California Code of Regulations, Title 5, Section 42380 and will be covered by University collection processes.
- The student's account will be charged the full value of the equipment.
- Individuals with one documented non returned item will be prevented from checking out additional equipment until all charges are cleared and/or equipment is returned.

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## **Review (Frequency and Process)**

This policy will be reviewed annually by Information Technology Services to ensure compliance and effectiveness. Any necessary revisions will be made and communicated to the university community.

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## **Related Documents**

**Related Content:**

California Code of Regulations, Title 5, Section 42380