

SUPPORT SERVICES

SERIES 700

Policy Title ...BORROWING EQUIPMENT FROM DISTRICT Code No. 742

It shall be the policy of the district that there shall be no borrowing of tools, furniture, equipment or devices by any and all employees unless previous permission is granted and made known to the appropriate administrator.

It is further mandated that appropriate discipline be administered by the building administrator for those who violate this policy and formal written notice of such infractions and discipline administered be sent to the superintendent and a copy placed in the employee's file.

Articles reported missing but not properly checked out shall be reported to the Assistant Superintendent-Business Services so that proper claims, if appropriate, and police reports may be filed.

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August 11, 1986
Reviewed:
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October 20, 2008

Legal Reference: Code of WI
120.13 (17)