

## **Policy Code: 6521 Personal Use of Equipment, Materials and Supplies**

All equipment, materials and supplies, purchased, leased or received as a gift are under the control of the board. In general, personal use of school board property is strongly discouraged. Exceptions must meet the following criteria: (1) the use is authorized by the immediate supervisor; (2) the use will have no or minimal effect on the useful life of the item; (3) the personal use will not interfere with use for school district purposes; and (4) the personal use will not interfere with the requesting individual's job responsibilities or school assignments. Any individual obtaining permission is charged with proper preservation and care of the property.

Legal References: [G.S. 115C-523](#), [-524](#)

Cross References: Use of Equipment, Materials and Supplies (policy 6520)

Adopted: 3/4/99

**Chapel Hill-Carrboro Schools**

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