



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> EQUIPMENT AND FURNITURE	<b>Number:</b> 8.06	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 1001.64	<b>Board Adoption/Revision Approval Dates:</b> 9/3/80, 10/19/88, 10/22/02	

College owned equipment and furniture may not be removed from the room in which it is located or transferred from the building in which it is assigned without approval of the Chief Financial Officer or a designee, and notification to the Property Manager.

Personal property or equipment to be used or installed at the College must be cleared through and listed with the Vice President. Equipment requiring special wiring or building alterations must also be approved by the Vice President prior to installation.

The College assumes no responsibility for repair or replacement of equipment, books, paintings or any other personal item brought on campus by employees.