

Required
 Local
 Notice

AUTHORIZED USE OF BOCES-OWNED MATERIALS AND EQUIPMENT

The BOCES Board permits the use of BOCES-owned materials and equipment including but not limited to: laptop computers, electronic communication devices, and audio-visual equipment, by Board members, officers, and employees of the BOCES when such material and equipment is needed for BOCES-related purposes.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was assigned, to whom it was assigned, and the date of actual return.

It is expected that the individual(s) assigned BOCES-owned equipment shall take reasonable care of such equipment.

Adoption date: February 16, 2012