



**Associated Students, Incorporated
California State University, Los Angeles
Administrative Manual
Equipment Policy**

Policy 215

1. **PURPOSE:**
To establish policies and procedures for control of equipment loans to student organizations.
2. **REFERENCES:**
ASI Request for Payments or Purchase (RPP) Procedure
ASI Operational Manual
California Administrative Code
3. **POLICY:**
ASI provides funding for organizations which may include the purchase of equipment and nonconsumable items. In all cases where ASI purchases these items, ASI shall retain exclusive ownership of these items. ASI shall maintain equipment it purchases for the use of student organizations for the betterment of the campus community.
4. **DEFINITIONS:**
None
5. **PROCEDURES:**
 - 5.1. Resources must be of some educational, cultural, or enlightenment value and provide some clearly evident benefits to the Cal State LA students.
 - 5.2. All resources will be considered the property of the ASI immediately upon their purchase.
 - 5.3. Whenever practical, feasible, and otherwise appropriate, ASI will provide all storage, maintenance, inventory and damage control required for resources purchased with ASI funds.
 - 5.4. ASI may, at the discretion of the Executive Director, allow an organization to maintain custody of the equipment for ease of access through a written agreement. In cases where an organization is allowed to maintain custody, the organization shall be responsible for ensuring the proper storage, maintenance, inventory and damage control required.
 - 5.5. ASI property shall not be loaned to organizations that are not recognized in some fashion by the University. ASI does not permit loans of ASI equipment to individuals for non-ASI uses. The Executive Director shall have the final decision as to the appropriateness and condition for an equipment loan.
 - 5.6. Failure to return ASI equipment on demand may result in a freeze on organization funding, efforts to collect the equipment and possible civil action.

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Policy History:
Approved: xx/xx/21
Approved: 04/19/01

