

BOARD POLICIES	METRO TECHNOLOGY CENTERS USE OF DISTRICT-OWNED PROPERTY (BP-5014)	The on-line version of the policy is official. Therefore, all printed versions are unofficial copies.
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1.0 POLICY:

Except when rented in compliance with board policies, District property may not be used for other than District purposes and other purposes of general public interest. The Board shall permit District property to be used by staff members when such use is to conduct District business and to students when the property is to be used in connection with their studies or authorized extra-curricular activities. Proper controls shall be established to assure the lender's and borrower's responsibility for all such property. District property will not be loaned for personal or private use by individuals.

No District property shall be taken off campus without the prior knowledge of the superintendent or his/her designee. The superintendent shall execute this policy by the promulgation of adequate controls.

Site Directors are made responsible for monitoring expenses relative to telephones, copiers, and FAX machines, and will be capable at all times of responding to the superintendent about the use of the listed equipment. Use of this equipment will be for District business.

No District equipment, supplies, or district-paid employee time shall be used for any internal or external political purpose; provided, this shall not apply to purely informational activities to explain millage elections or identify candidates who are properly filed with the election board as allowed by the statute.

2.0 LEGAL REFERENCE: Oklahoma Constitution, Article X, § 15; 70 O.S. § 5-117.A.17

3.0 CROSS REFERENCE: N/A

4.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision</u>	<u>Description of Revision:</u>
October 8, 1984	A	Adopted
May 14, 1990	B	Revised
January 9, 1995	C	Revised
April 21, 1997	D	Adopted
September 22, 2003	E	Reformatted
December 15, 2003	F	Legal references reviewed and revised as necessary

5.0 PCF FRAMEWORK #: 8.3.3 Perform fixed asset accounting; 10.1 Manage federal, state, and local regulatory requirements

***** End of Policy *****