

**SOUTHWESTERN ILLINOIS COLLEGE**

**POLICY ISSUE** Use of College Supplies & Equipment

**DISTRICT 522  
BOARD POLICY MANUAL**

**POLICY CODE** 7011

**POLICY  
STATEMENT**

**DATE ADOPTED** October 16, 1991

**DATE(S) REVIEWED** January 2011;  
February 7, 2011

**DATE(S) AMENDED** March 2011

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The Board of Trustees authorizes the purchase of equipment and supplies to support the mission of the institution. These publicly-owned supplies and equipment are to be used only for college-related business or in conjunction with an approved use of college facilities (Refer to Board Policies 7004, 7009, and 7010). The personal use of college-owned supplies and equipment by faculty, staff, students, and Board members for non-college related activities is prohibited. Refer to Board Policy 6008 regarding procedures for the proper disposal of college-owned supplies and equipment.