

**PERSONAL USE  
OF EQUIPMENT, MATERIALS AND SUPPLIES**

*Policy Code:*

**6521**

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All equipment, materials and supplies, purchased, leased or received as a gift are under the control of the board. Such items are not to be used for personal use by personnel or students unless the following conditions are met: (1) the use is authorized by the principal or building level supervisor; (2) the use will have no or minimal effect on the useful life of the item; (3) the personal use will not interfere with use for school district purposes; and (4) the personal use will not interfere with the requesting individual's job responsibilities or school assignments. Any individual obtaining permission is charged with proper preservation and care of the property.

Legal References: G.S. 115C-523, -524

Cross References: Use of Equipment, Materials and Supplies (policy 6520)

Adopted: March 11, 1999