

## SUPPORT SERVICES

File: EDC-R

### AUTHORIZED USE OF SCHOOL-OWNED MATERIALS

1. Employees shall be allowed to use school-owned materials necessary to complete the job assigned to the employees.
2. If any employee wishes to use any school-owned property outside the realm of the assigned task, the employee shall make a written request to the supervisor indicating the property/material desired, the purpose, the length of time needed, a plan to reimburse for any potential cost and the benefit to the school division for the use.
3. The supervisor shall review the request and may choose to approve or deny the request.
4. If approved, the supervisor shall provide the approval in writing and include any conditions for the use such as a time limit, cost, required condition upon return, etc.
5. If an employee elects to use school-owned materials without first obtaining written approval, the employee may be subject to required reimbursement for the use and additional disciplinary action.

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Legal References: Code of Virginia, sections 22.1-70, 22.1-131,  
and 22.1-132.

Cross References.: DN Disposal of Surplus Items  
GBEC/JFCH Tobacco-Free School for Staff and Students  
IIBEA/GAB Acceptable Computer System Use  
KF Distribution of Information/Materials  
KG Community Use of School Facilities  
KGA Sales and Solicitations in Schools  
KGC Tobacco Use on School Premises