

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Lending of District Equipment	
Procedure No. 7530-00-01	Eff. Date: 8/24/09
Implements Board Policy(ies) 7530	Last Reviewed: 8/24/09

1. Background

Describe relevant background to the implementation of the policy.

Lending equipment by written request of the user and approval granted by the Superintendent or designee.

2. Responsibilities

Title:	Facilities	
Address:	2315 Iowa Avenue	
Phone:	513-363-0747	Cell phone:
<i>Describe responsibilities:</i>		
Proper care and accounting of each school building and property equipment within the Cincinnati Public Schools district.		

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

- Written request received and/or approved by the school principal and/or facilities.
- Tracking log completed and kept on file in the Facilities office.
- Evaluation of condition upon return.

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Lent Equipment	In development	2/2019
2. Superintendent's Administrative Guidelines		
3.		

6. Additional Information

Describe any additional information relevant to the implementation of the policy.