

INTERNAL POLICY AND PROCEDURE

TITLE: Carl Perkins Equipment Loans to Students for Educational Use

EFFECTIVE DATE: April 28, 2020

CANCELLATION: none

DIVISION: Academic Affairs

CATEGORY: Carl Perkins Grant

RESPONSIBLE DEPARTMENT: Office of Carl Perkins

1. **Purpose**

To establish procedures for loaning equipment purchased with Carl Perkins Grant funds to students for educational purposes.

2. **Scope and Authority**

This policy applies to academic divisions, eligible students, faculty, and staff involved in loaning Carl Perkins equipment to students for educational use. Generally, only current students are eligible; however, the Division Dean may deem a previously enrolled student eligible in order to complete educational requirements for the semester of prior enrollment.

3. **General Guidelines**

- A. In accordance with the College's [Management and Control of State Property policy](#), each Department Head designates a Property Location Supervisor to manage the inventory in an individual property location. The Department Head and the Property Location Supervisor are responsible for ensuring all movable property is maintained and transferred in accordance with the established [Property Management and Control Procedures](#).
- B. Property acquired with Carl Perkins Grant Funds are identified on Delgado's Master Inventory File, and are used, managed and disposed of in accordance with Louisiana Property Assistance Agency (LPAA) state guidelines and Carl Perkins federal regulations.
- C. In accordance with the College's [Property Management and Control Procedures](#), when Delgado property is loaned, temporarily relocated, or removed from the facility for use, this change in custody must be properly executed.

4. **Procedures for Loaning Carl Perkins Equipment to Students for Educational Use**
- A. While all property in each academic division is the responsibility of the Department Head and the Property Location Supervisor, any loan or transfer of equipment purchased with Carl Perkins funds to students for educational use must also be approved by the academic Division Dean and processed in accordance with the following procedures.
- B. The Department Head and Property Location Supervisor are responsible for ensuring that the student has assumed responsibility for the loaned equipment by ensuring completion of the following forms:
- (1) All necessary signatures and information must be included on the [Carl Perkins Equipment Student Loan Form, Form AA-005/001](#).
- This form must describe the specific reasons as to why the equipment is being loaned to the student, the specific courses/coursework for which the equipment is being utilized, a description and value of the equipment, a designated return date, and authorized College employee to accept the returned equipment.
 - Students being loaned equipment must sign the Carl Perkins Equipment Student Loan Form, certifying their responsibility for the full cost of the equipment, which will be charged to the student's account if the equipment is not returned in working order when required by the College.
- (2) All necessary signatures and information must be included on the Property Control Office's [Custody Receipt-Property Removal Pass, Form 1352/001](#).
- This form must indicate the reasons for loaning the equipment are for the student's educational use and when the equipment is to be returned.
 - All appropriate signatures must be received prior to the College releasing the equipment and the student receiving the equipment.
 - Students being loaned the equipment must have signed authorization from the Division Dean on the Carl Perkins Equipment Student Loan Form, Form AA-005/001 before they are permitted to sign the accompanying Custody Receipt-Removal Pass Form.
- C. The academic division submits the original of the Carl Perkins Equipment Student Loan Form and attached Custody Receipt-Property Removal Pass to the Property Manager, with a copy to the Carl Perkins Manager, no later than ten (10) calendar days after the change in custody.
- D. The Division Dean loaning the equipment is responsible for administering an effective follow-up system to ensure equipment is returned promptly after use.
- E. Upon receipt, the loaned equipment must be returned to the original academic division's inventory for meaningful use in accordance with approved academic programs supported by Carl Perkins grant funds. The Carl Perkins Manager has the authority to redirect the equipment for other meaningful use in accordance with federal regulations.

- F. If equipment is lost, stolen, or damaged beyond economical repair, the Dean of the academic division loaning the equipment must immediately notify in writing the Property Manager, Carl Perkins Manager, Campus Police, Department Head, Property Location Supervisor, of the loss/damage.
- G. The Division Dean must also ensure a detailed report of the circumstances surrounding the loss/damage, signed by the student, is submitted to the Property Manager and the Carl Perkins Manager.
- H. The Carl Perkins Manager will request the Controller's Office to charge the student's account the full value of the equipment.

Attachments:

[Carl Perkins Equipment Student Loan Form, Form AA-005/001](#)

[Custody Receipt-Property Removal Pass, Form 1352/001](#)

Policy and Procedures Reference:

Delgado Policy and Procedures Memorandum, [Management and Control of State Property policy](#)

Delgado [Property Management and Control Procedures](#)

Review Process:

Ad Hoc Committee on Carl Perkins Equipment Loans to Students 4/24/2020
Vice Chancellor for Business and Administrative Affairs 4/24/2020

Approval:

Vice Chancellor for Academic Affairs 4/28/2020