

DEPARTMENTAL/INTERNAL POLICY AND PROCEDURE

TITLE: Hilton Foundation Grant Equipment Loans to Students for Educational Use

EFFECTIVE DATE: February 24, 2022

CANCELLATION: none

DIVISION: Academic Affairs

CATEGORY: Hilton Foundation Grant

RESPONSIBLE DEPARTMENT: Office of Carl Perkins and Hilton Career Pathways

1. **Purpose**

To establish procedures for loaning equipment purchased with Hilton Foundation Grant funds to students for educational purposes.

2. **Scope and Authority**

This policy applies to Hilton Foundation Grant equipment loaned to students for educational use. Generally, only enrolled Delgado students participating in the Hilton Foundation Grant program are eligible; however, the Hilton Foundation Grant Director may deem a previously enrolled Delgado student participating in the Hilton Foundation Grant program 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 Hilton Foundation 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 Grant's requirements.

- 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 Hilton Foundation Grant Equipment to Students for Educational Use**
- A. All property purchased with Hilton Foundation Grant funds is the responsibility of the Department Head, the Carl Perkins and Hilton Career Pathways, and the Property Location Supervisor, the Hilton Foundation Grant Director. Any loan or transfer of equipment purchased with Hilton Foundation Grant funds to students for educational use must also be approved by the Hilton Foundation Grant Director and processed in accordance with the following procedures.
- B. The Hilton Foundation Grant Director or designee is responsible for ensuring that the student has assumed responsibility for the loaned equipment by certifying completion of the following forms.
- (1) All necessary signatures and information must be included on the [Hilton Foundation Grant Equipment Student Loan Form, Form AA-007/001](#).
- 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 Hilton Foundation Grant 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 Hilton Foundation Grant Director on the [Hilton Foundation Grant Equipment Student Loan Form, Form AA-007/001](#), before they are permitted to sign the accompanying Custody Receipt-Removal Pass Form.
- C. The Hilton Foundation Grant Director submits the original of the Hilton Foundation Grant Equipment Student Loan Form and attached Custody Receipt-Property Removal Pass to the Property Manager no later than ten (10) calendar days after the change in custody.

- D. The Hilton Foundation Grant Director or designee 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 Hilton Foundation Grant's inventory for meaningful use in accordance with the Grant's requirements. As the Department Head, the Carl Perkins and Hilton Career Pathways Manager has the authority to redirect the equipment for other meaningful use in accordance with the Grant's regulations.
- F. If equipment is lost, stolen, or damaged beyond economical repair, the Hilton Foundation Grant Director must immediately notify in writing the College's Property Manager, Director of Accounts Receivable, the Manager of Carl Perkins and Hilton Career Pathways, and Campus Police of the loss/damage.
- G. The Hilton Foundation Grant Director must also ensure a detailed report of the circumstances surrounding the loss/damage, signed by the student, is submitted to the College's Property Manager, Director of Accounts Receivable, and the Manager of Carl Perkins and Hilton Career Pathways.
- H. The Hilton Foundation Grant Director is responsible for requesting the Controller's Office charges the student's account the full value of the equipment.

Attachments:

[Hilton Grant Foundation Equipment Student Loan Form, Form AA-007/001](#)

[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 Hilton Grant Foundation Equipment Loans to Students 2/18/22
Vice Chancellor for Business and Administrative Affairs 2/22/22
Assistant Vice Chancellor for Academic Affairs 2/24/2022

Approval:

Vice Chancellor for Academic and Student Affairs 2/24/2022