


**BCC ADMINISTRATIVE PROCESS**

<b>TITLE: Personally Owned Equipment on College Premises</b>	<b>PAGE: 1 OF 1</b>	<b>NUMBER: 8061</b>	<b>REVIEWED: REVISED: 1/2014</b>
<b>ORIGINATING DEPARTMENT: Administrative Services</b>	<b>EFFECTIVE DATE: 2/11/14</b>	<b>SUPERSEDES NO. DATE: New</b>	
<b>DATE CABINET APPROVAL:</b>	<b>APPROVED BY:</b>  _____ President		

Faculty, student, and staff members who keep items of personal equipment on College premises should label those items to indicate personal ownership. The College does not purchase property insurance to protect employee or student owned belongings and will not compensate the owner for loss or damage. Individuals may contact risk management at: <http://www.des.wa.gov/services/Risk/claims/Pages/standardTortClaims.aspx>