

Business Procedures
Series 800

Policy Title: Use of Agency Property and Equipment Code No. 804

Policy Statement

Heartland AEA property is used to promote the public purpose and educational mission of the Agency, not for personal gain.

Scope of Policy

This policy applies to all Agency-owned property and equipment, all employees and Board members.

Accountability Overview

- The chief administrator ensures that Agency property is used for public purposes except where deemed incidental or de minimis.
- All employees annually sign for receipt of the staff handbook that references this information and are responsible for adhering to items related to this policy.

Date of Adoption: 12/8/92

Reviewed: 9/8/98, 8/05

Amended: 5/13/14, 3/14/17, 4/13/21