



BIRMINGHAM CITY UNIVERSITY ACADEMIES TRUST

LOAN OF EQUIPMENT TO STAFF

1. University equipment may occasionally be loaned to staff to assist them in their work, on the undertaking that the borrower accepts responsibility for the item(s) in their charge. This should only take place where the work is genuinely unable to be performed on University premises.
2. A record of the details of the loan must be made by the senior member of staff responsible for the equipment.
3. Where the value of any equipment exceeds £1,000, the approval of the Principal or Line Manager must be obtained in writing.

Owner of Policy	Finance
Legislation Status (Statutory / Non-Statutory)	Non-Statutory
Date Ratified and Version Number	01.07.2013 V1
Date to be reviewed	September 2016



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