

## UNIVERSITY POLICIES & PROCEDURES

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| <b>POLICY NAME:</b> EQUIPMENT/PROPERTY  | <b>TEMPORARY REVIEW NUMBER:</b>                          |
| <b>CLASSIFICATION:</b> FINANCE & ADMINISTRATION DIVISION  | <b>SUPERSEDES:</b>                                       |
| <b>AUTHOR:</b>  | <b>LAST REVIEW:</b>                                      |
| <b>AUTHORITY:</b> STATE STATUTE 43A. 38, SUBDIVISION 4  | <b>NEXT REVIEW:</b>                                      |
| <b>APPLICATION:</b><br><input type="checkbox"/> Undergraduate only <input type="checkbox"/> Graduate only<br><input checked="" type="checkbox"/> All University | <b>EFFECTIVE DATE:</b> JULY 2000                         |
| <b>DISTRIBUTION (IDENTIFY AUDIENCE/PUBLICATION):</b>  | <b>CUSTODIAN OF POLICY:</b> UNIVERSITY STORES SUPERVISOR |

**POLICY STATEMENT:**

Ownership of all University property shall reside with the institution, while custody, control and usage is the responsibility of each unit. Department/unit heads are responsible for the proper use, maintenance and protection of all property. Equipment, when not needed by the University, may be rented to individuals or organizations upon completion of a written rental agreement and payment of an appropriate fee.

Use of University Property

During periodic physical inventories of department equipment, Stores/Material Control has found some departments who have permitted employees to take state equipment home for job related purposes. University property may be removed from University premises for use by employees or staff members for job related purposes only after approval has been received from the respective department head. There are some conditions to be considered before an approval is obtained as noted below.

A justification for off-campus usage is to be provided to the department head in written form with a copy routed to the Inventory Control Office, Box 31. The request should include:

1. A complete description and inventory identification number of the equipment being removed from University premises.
2. The period of time the equipment will be off campus.
3. The name of the responsible person who will be using the equipment.

Please remember that all fixed assets are on the inventory system, and any change in status or location requires updating to the inventory file. This inventory information should be a valuable tool for use in planning your department's equipment needs.

It is important to remember that state owned property may not be used for the employee's private interest or for personal use either on or off campus according to State Statute 43A. 38, subdivision 4.