Title: Off Campus Use of Equipment

Date Created:  

Functional Area: Property Control

Last Updated: 26 March 2009

Purpose: To ensure all University purchased equipment locations are accounted for

Documents (Info) Needed: Off Campus Use of Equipment form

Primary Position Responsible: Property Control

Reviewed By <or> Reviewed By:  

Process Frequency: As needed

Prerequisite Process:  

Subsequent Process:  

POLICY:

BOR Policy 711.09 specifies that personal property such as portable personal computers or similar items may be removed from a campus to the home of an employee or an off-campus site when the purpose is for business only. Such use shall be tightly controlled, and documentation as to the location and use shall be available at all times (BR Minutes, 1990-91, pp. 378-79). Further, section 11.7.2 of the Board of Regents (BOR) Business Procedures manual states that equipment that is assigned to an individual that may be utilized away from the normal institutional environment must be adequately controlled and be available for inventory. To ensure compliance, Savannah State University will utilize an equipment control checkout form that records adequate information to indicate equipment location, individual responsible for the equipment, etc. This is required for insurance and for audit purposes.

PROCEDURE:

No item of University property (regardless of original funding source) shall be removed from its assigned location without proper written authority. Any loan or temporary removal of an asset must be authorized by either the account manager or the department budget manager and Property Control or designee.

Other than for such instances as short term extended field trips and research, the borrower must notify Property Control in writing of the asset loan, detailing where the asset is going to be. A copy of the written notification will be retained in the responsible unit’s permanent files. The borrower must notify Property Control when the asset is returned.

University assets may only be used for official University activities. Assets may not be loaned to other organizations nor may it be used by University staff for personal use.

Items that are being removed from campus will be reported on the Off Campus Use of University Equipment Release form to ensure that items are adequately insured. This form
Business Processes for Internal Control Manual  
(Policy, Procedure, & Processes for Division of Fiscal Affairs)

is available on the Savannah State University Web Site Comptroller’s Office main page at http://www.savstate.edu/fa/Comptroller/forms.htm.

1. Complete Off-Campus Use of University Equipment form
2. Submit the form to Custodian of Equipment for approval, and then, forward the form to Property Control
3. Property Control will modify/update the location information for the associated equipment items in the inventory record/ fixed asset system
4. Upon returning the equipment item to campus, employee will notify Property Control of such in written communication (i.e. email, memo, etc...)
5. Property Control will if necessary modify/update the location information in the inventory record

In order to ensure that the movement of laptop computers is properly reported, all laptops that are permanently assigned to an individual, regardless of whether they travel to and from campus on a daily basis, are to be assigned off-campus via the Off-Campus Equipment Use Permit form. Such approvals will expire on August 31 and must be renewed effective September 1 yearly.

Note: Employees will be held personally liable for any University Property which they remove from campus without proper authorization. Property that is damage, lost, or stolen while in the unauthorized custody of an Employee off-campus will not be insured by the University.