



## Business Policy

---

TO: All Members of the University Community

2014:05

DATE: January 20, 2014

### **Personal Use of University Equipment** (Superseded 1999:12)

#### **I. POLICY**

The University obtains and provides equipment for its employees for the purpose of executing their work assignments and responsibilities. No other use of University equipment is allowed unless appropriately authorized. Any unauthorized use of equipment may lead to disciplinary action. This policy is intended to deal with non-technology related equipment. Please refer to other applicable policies for technology related equipment.

#### **II. PROCEDURES**

Use of University owned equipment must support the accomplishment of University work. All University equipment, whether assigned to a particular office, instructional area, or off-campus location, is to be used only for University activities. Employees are not to use University property for personal or non-University business purposes unless authorized to do so by the employees' AVP/Dean. University equipment must not be assigned to non-University organizations except as approved by the Vice President for Administration and Finance.

Jerry L. Scoby  
Vice President for Administration and Finance

Contact: Finance Office – Property Control

BP2014:05