

PROPERTY MANAGEMENT GUIDELINES

OFF-CAMPUS EQUIPMENT

POLICY

- Capital and controlled assets, once tagged, may be removed from the campus only when necessary to conduct official university business. Property that is checked out to an employee must be used for state purposes only, and the responsibilities of stewardship and care of the property are maintained at the department level. Each department must have a written policy about checking out personal property and require each employee to sign for any property when it is checked out.
- **PRP-2 Off-Campus Equipment Form** - request for Authority to Remove Property from campus is completed by Departmental Property Custodians to obtain Property Management's approval to remove equipment from campus for official university business, to verify equipment return, and extend the time of the loan of items.

PROCEDURE

Form PRP-2 defines the responsibilities of the equipment holder, including:

- All capital/controlled items that will be located off-campus must be assigned to an individual on the Off-Campus Form.
- Departments should ensure that an employee entrusted with off-campus property exercises reasonable care for its safekeeping. This means that steps have been taken to maintain the upkeep of the asset in an acceptable manner, to ensure the security of the asset, to ensure that the asset can be located at any time requested, and to ensure that the person responsible for the asset is known.
- Requests for Property Management's approval must be made prior to the initial removal of equipment, using form PRP-2. Property Management will approve an off-campus location for equipment for a specific period of time, which may not extend past the end of the fiscal year. If the property is needed for a longer time, the employee may renew the approval without physically returning the equipment by submitting form PRP-2 prior to the beginning of the new fiscal year. It is important to note that off-campus equipment must be reported on the annual inventory.
- The employee with custody of the asset assumes financial responsibility for the items if the items are lost or damaged due to negligence, intentional act, or failure to exercise reasonable care, safeguard, maintain and service the items. The employee may be required to reimburse the university (see Missing, Damaged or Stolen Property's procedure).
- The Property Custodian is responsible for maintaining records regarding the temporary removal of equipment from campus for repairs or maintenance. These records are to be made available, upon request, to Property Management.

PROPERTY MANAGEMENT GUIDELINES

Requirement for PRP-2 Form:

- Off-Campus address is required whether the property is permanently located at one address, or if the equipment is movable (such as laptops that may be used in many locations).
- Expected date of return, no later than the last date of the current fiscal year.
- Once the form has been completed and signed by the responsible employee, and employee's supervisor, it must be co-signed by the Department Property Custodian and then forwarded to the Property Management Department.