



<b>BUSINESS POLICY AND PROCEDURE MANUAL</b>	Date Issued: 9/90	Revision Date:	Page: 1 of 1
			Classification Code: 06-02
	Section: PROPERTY & CAPITAL EQUIPMENT		
Subject: USE OF PROPERTY & EQUIPMENT			

GENERAL STATEMENT OF POLICY

University property and equipment should not be used for any purposes other than those related to the general activities and purposes of the University.

Use of property or equipment by other than University personnel requires the approval of the President of the University or the Vice President responsible for the equipment desired for external use.



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OPERATING PROCEDURES

1. Before a staff member removes any University property or equipment from University grounds, authorization must be obtained from the department chairperson or administrative official having custody of that property or equipment.