

THE USE OF UNIVERSITY LEASED-RENTED PROPERTY AND EQUIPMENT

A. Purpose

The purpose of this policy is to outline restrictions on the use of leased or rented property and equipment.

B. Use of University Leased-Rented Property and Equipment

University leased-rented property and equipment of all types, including technical and research facilities of the University, are to be used only for official business. Personal telephone calls may not be charged to official telephones. The use of University-owned motor vehicles for other than official business is strictly prohibited by State law. Leased-Rented Cellular telephones, beepers, etc. issued to Faculty and Staff of the University are to be used for official business only. It is the responsibility of the Faculty or Staff member to ensure these items are secure. Lost or thief of these items is the responsibility of the Faculty or Staff member. Lost or stolen items are to be replaced at the expense of the Faculty or Staff member.

C. Review

This policy/procedure is reviewed annually by the Director of Purchasing.