

Purpose

This policy prescribes regulations for authorizing and tracking the location of University owned equipment used off campus.

Authority, Responsibility, and Duties

These regulations apply to all off campus equipment use for Virginia State University by faculty, staff, students and administrators.

The University Director of Administrative Services shall administer the University's equipment use program by recommending policy and developing, publishing and enforcing appropriate procedures.

Prior approval must be obtained, either through respective Vice President or Cabinet member.

The University Equipment Off Campus form, Exhibit I, shall be submitted to the Fixed Asset Office with the signature of the Responsible Person (Vice President, Dean, Director or Chair). The person approving the Equipment Release form is responsible for all equipment used off campus.

Definitions

A. FAACS – Fixed Asset Accounting Control System

B. Equipment - The CAPP manual defines equipment as Agency property of any kind that meets the following criteria:

- Is complete in itself
- Does not lose its identity or become a component of the building where it resides; and,
- Is of a durable nature with an expected service life of more than one year.
- Is a mobile device – smartphone, camera, ipad, laptop, etc.

Items that are either built in or largely immobile, e.g., large machinery or laboratory benches, are equipment items since they are separately identifiable. Central air conditioning and heating systems for a building are building components and are not capitalized as equipment items.

Responsible Person –The account manager assigned to the account charged when the asset was acquired and who is authorized to approve purchase requisitions.

C. Custodian – Authorized user who possesses equipment or to whom equipment was assigned.

Policy Statements

A. Off-Campus Use

1. University owned equipment may be used off campus to conduct University business only. All individuals using equipment must submit a University Equipment Off Campus form to the appropriate Responsible person. (See Exhibit I) The form must identify the person(s) taking the equipment off-campus, the equipment that is being taken off-campus, the destination or location of the equipment while off-campus, how long it will be off-campus, and the reason(s) it is being taken off campus.

Virginia State University
Policies Manual

Title: Use of University Equipment Off-Campus Policy

Policy: 5300

2. The Responsible Person shall sign and date all University Equipment Off Campus forms to indicate his/her approval and send a copy of all approved forms to the Fixed Asset Office. (See Exhibit I.)
3. The Fixed Asset Office shall maintain a record of all equipment taken off campus.
4. The Responsible Person shall notify the Fixed Asset Office in writing when equipment is returned to the campus and its condition. The Fixed Asset Office shall appropriately adjust the Fixed Asset records.
5. If the Department can no longer use the equipment, the asset must be declared as Surplus Property. (See Policy 5701.
6. If another department on campus can use the equipment, the Fixed Asset office shall reassign the equipment to that Department. If the equipment cannot be used by anyone else on campus, the Fixed Asset Office proceeds with authorized Surplus Property disposal procedures.

B. Off and On Campus Loss of Asset(s):

1. Custodian must contact Virginia State University Department of Police and Public Safety/ and/or their Local Police department to file a report of any University Asset(s) stolen while in his/her off campus custody. The custodian must also contact Technology Services to certify whether or not sensitive or personally identifiable information was contained on the computer.
2. Individual users who have been assigned specific items in their custody or who have submitted an authorized form and completed the Fixed Asset Equipment off Campus form for off campus equipment use will be held accountable and responsible for equipment return. Any equipment not returned as denoted on said forms for periodic inventory accountability will be considered lost and the custodian individual will be subject to disciplinary action as deemed appropriate. In addition, the custodian individual will be required to compensate the University for the Replacement Cost Value of the lost/ un-located asset(s).

References

University Policy 5701 Surplus Property

CAPP Manual: Section No. 30500 Asset Control and Management

CAPP Manual: Section No. 30700- Surplus Property

Approval By: _____


President

Date: _____

5/6/13

Exhibit I – Fixed Asset University Equipment Off Campus



**VIRGINIA STATE UNIVERSITY (212)
FIXED ASSET OFFICE**

University Equipment Off Campus

This form is to be used to report all equipment relocated offsite of Virginia State University. The form is to be submitted to the Fixed Asset office with the Responsible Person signature for that department before any equipment can be issued for offsite usages. The department head will be responsible for all equipment used off campus. All forms should be delivered to the Physical Plant Building room 45, mailed to box 9208 or fax to 5314.

DEPARTMENT / ACTIVITY

SIGNATURE OF RESPONSIBLE PERSON
(VP, DEAN, DIRECTOR OR CHAIR)

BUDGET CODE

DATE ISSUE

RETURN DATE

SIGNATURE OF USER

(PLEASE PRINT NAME)

VSU I.D
NUMBER

ITEM DESCRIPTION

SERIAL / MODEL

_____	_____	_____
_____	_____	_____
_____	_____	_____

FROM
BUILDING / ROOM

TO
ADDRESS

_____	_____
_____	_____
_____	_____

Purpose for off campus use: _____