

## administration • reference memo

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keywords

- **EQUIPMENT – COLLEGE OWNED**
  - **OFF CAMPUS USE**
  - **AUTHORIZATION AND CONDITIONS**
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### **COLLEGE-OWNED EQUIPMENT (COMPUTERS, AV EQUIPMENT, LAB EQUIPMENT, ETC.) MOVING TO AN AUTHORIZED LOCATION OFF-CAMPUS**

College-owned equipment may be taken to an authorized location off-campus, providing that:

- the equipment is being used to do College business, and
- the equipment is not needed by others on campus.

If the equipment is lost, stolen or damaged while the equipment is off campus, the employee may be required by the College to reimburse the College for such expenses. All lost or stolen equipment must be reported to campus security and an Incident Report form #FIN161 completed.

Employees who want to take home College-owned equipment must complete the form titled “Application for Off-Campus Use of College Equipment.” This form must be authorized by the appropriate Dean, Director or VP and kept on file in the appropriate office (example: computers would be authorized by the appropriate Dean and kept on file in the office of the Director, Information Technology (IT) Operations or the VP, Finance and Administration).

No modification to College-owned equipment may be made without written authorization from the appropriate Dean, Director or VP.