

Uses of General University Property - University property shall be used only for official business.

External campuses - Any use of university equipment must have proper authorization and prior approval from the vice president of external campuses, the vice president of enrollment management, or the executive director of property management.

Insurance on University Property - No fire insurance or other insurance shall be carried on university property without the advance approval of the president. In all cases where insurance is carried, the policy will be transmitted to the business office.

The executive director of property management shall be responsible for insurance on university property. The business office shall provide sufficient information pertaining to the acquisition of property and the loss of property shall be handled by the executive director of property management. The executive director of property management will file claims and list the items for inclusion under an insurance policy.

Gifts of Property or Equipment - All gifts or offers of gifts of property or equipment to the university must be reported immediately to the president. Property acquired through gifts must be added to the university's fixed asset inventory system.

Contact for Interpretation: Vice President of Enrollment Management

This policy statement supersedes all previous policy statements on this subject.

Revisions:

- 08/14/2017 -Revision-title changes
- 01/05/2011 - Revision-title change and GAP to GAAP
- 02/16/2009 - Revision-layout change
- 04/25/2007 - Review
- 09/15/2004 - Revision-title and layout changes
- 09/15/2001 - Reissue as 5.1.1
- 09/15/2001 - Revision-title editorial change
- 12/16/1994 - Inception as policy 3.1.2