

720 USE OF UNIVERSITY SUPPLIES AND EQUIPMENT

Policy 720 was included in the 2001 University Handbook revision.

720.1 Use of Property for Non-University Related Businesses or Organizations. University faculty and staff are prohibited from using University equipment and supplies, including computers, printers, telephones, copy machines, etc., for non-university related business or organizations. The unauthorized use of University property is considered conversion under the State of Indiana Criminal Code 35-43-4-3.

720.1.1 Removal from ISU Premises. University owned equipment is to remain on the premises of Indiana State University and is not to be removed or taken home. Equipment may be removed from University property for the purpose of making presentations, or for fieldwork in remote locations, if approved by an immediate supervisor. Laptop computers and portable devices may be an exception and may be taken home, provided the equipment travels back and forth to work with the employee.

720.1.2 Unused Equipment. Any equipment, which a department can no longer use, should either be transferred by intramural voucher to another department that can use the equipment, or the equipment should be declared surplus and arrangements should be made with the Purchasing and Central Receiving Department to pick up the equipment. All surplus equipment retained by the Purchasing and Central Receiving Department is available for use by other University departments. If there is no interest or use for the surplus equipment at ISU, the equipment is sold or disposed of by the Purchasing and Central Receiving Department, usually at a public auction or through a competitive bidding process.

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