

Minnesota State University, Mankato University Policy	
<b>Policy Name:</b> Equipment and Property	<b>Effective Date of Last Review:</b> August 2023
<b>Custodian of Policy:</b> Vice President for Finance and Administration	<b>Date of Last Review:</b> September 2022
<b>Date of Adoption:</b>	<b>Date of Next Review:</b> September 2029

**POLICY**

Ownership of all University property shall reside with the institution, while custody, control and usage is the responsibility of each unit. Department/unit heads are responsible for the proper use, maintenance, and protection of all property. Equipment, when not needed by the University, may be rented to individuals or organizations upon completion of a written rental agreement and payment of an appropriate fee. See Minnesota State System Board Policy 7.3. All computing devices and data saving equipment subject to the campus Information Privacy and Security policy.

**Use of University Property**

University property may be removed from University premises for use by employees or staff members for job related purposes only after approval has been received from the respective department head.

A justification for off-campus usage is to be provided to the department head in written form including the following information:

1. A complete description and inventory identification number of the equipment being removed from University premises.
2. The period of time the equipment will be off campus.
3. The name of the responsible person who will be using the equipment.

Any change in status or location of University property requires updating to the inventory file.

State owned property may not be used for the employee’s private interest or for personal use either on or off campus according to State Statute 43A. 38, subdivision 4.

**RATIONALE**

N/A

Policy:		
Formal Review Process	Date Submitted	Date Reviewed
✓ Vice President's Recommendation		Date
<i>Regina</i>		May 02, 2023
✓ President's Approval		Date
<i>Edward Inch / sls</i>		05/06/2023