

# **UNIVERSITY OF MIAMI**

## **FINANCIAL POLICIES & PROCEDURES**

### **OFF CAMPUS USE OF UNIVERSITY-OWNED EQUIPMENT**

**B045**

Revised 2/03

Reviewed 11/11

#### **PURPOSE**

To establish the policy, and procedures to be followed to move or use University equipment off campus.

#### **DEFINITION**

Equipment is an item of furniture, machinery or other tangible asset purchased with University funds (including sponsored grants and contracts) with a unit cost that meets capitalization limits as stated in policy B040. Examples of such equipment are computers and scientific equipment.

#### **POLICY**

The following applies to removal of University equipment to an off campus location:

- Only University faculty and staff may be authorized by the appropriate chairman, dean or vice president to remove University equipment off campus.
- University equipment may be taken off campus for official University purposes only.
- University equipment cannot be used for personal gain by a faculty or staff member of the University.

#### **PROCEDURE**

The following procedures are to be followed by faculty and staff requesting permission to use a piece of University equipment at an off-campus location:

**NOTE:** Equipment must have a University decal prior to moving it off campus. If no decal is visible please contact Property Accounting. If unsure of the value of the equipment please contact Property Accounting in order to determine the purchase value.

## **University Equipment Removed for a Period of Less than Ten Days**

- Faculty or staff member obtains written approval prior to removal of University equipment from campus.
- Approval requires the signature of the faculty or staff member's departmental chair or above (dean, vice provosts, vice presidents).
- The approver completes a written record of the decal number, the serial number, the dates of removal, the department, and the user's name on a "Notification of Equipment Located Off Campus form" (Exhibit A at the end of this policy).
- During equipment inventory reviews, if equipment is at an off campus location, a copy of the Notification of Equipment Located Off Campus form is provided to Property Accounting personnel.
- After equipment is returned, the bottom part of the Off Campus form is completed, and maintained by the department. If the equipment was off campus during the equipment inventory process, a copy of the form is sent to Property Accounting.

## **University Equipment Removed for a Period of Ten Days or More**

- Faculty or staff member obtains written approval prior to removal of University equipment from campus.
- Approval requires the signature of the faculty or staff member's Chair, Dean or Vice President.
- The approver completes a written record of the decal number, the serial number, the dates of removal, period of time, the user's name, the location on a "Notification of Equipment Located Off Campus form" (Exhibit A at the end of this policy).
- A copy of the Off Campus form is sent to Property Accounting.
- Property Accounting will update the Equipment Inventory records to reflect that the equipment is Off Campus and the location.
- When the equipment is returned, complete the bottom portion of the form, and send to Property Accounting.
- Property Accounting will update the Equipment Inventory records to reflect that the equipment is On-Campus and the permanent location.

**UNIVERSITY OF MIAMI – PROPERTY ACCOUNTING  
NOTIFICATION OF EQUIPMENT LOCATED OFF CAMPUS  
(For equipment with a value of \$2,500 or more when purchased)**

Date: \_\_\_\_\_

UNIVERSITY EQUIPMENT TO BE USED OFF CAMPUS:

U.M. Decal \*: \_\_\_\_\_ Purchase Order # (if known): \_\_\_\_\_

\* If decal number is not visible, please contact Property Accounting at 305-284-4656

Description: \_\_\_\_\_ Manufacturer: \_\_\_\_\_

Serial No.: \_\_\_\_\_ Model No.: \_\_\_\_\_

University Location where equipment is usually located (include Bldg & Room. No.)  
\_\_\_\_\_

EQUIPMENT USER OFF CAMPUS:

Department Number: \_\_\_\_\_ User's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Equipment Off Campus Address  
\_\_\_\_\_

Date moved off campus: \_\_\_\_\_ Expected date of return to campus: \_\_\_\_\_

I understand that I am responsible for the proper maintenance and upkeep of the University owned equipment moved to an off campus location. I further understand that I will use the equipment in connection with University business and not for personal business or personal gain. In case the equipment is damaged, destroyed or stolen, I will inform my department chairman, dean or vice president and Property Accounting. If the equipment is stolen, a written police report must be obtained and attached to this form prior to sending to Property Accounting.

\_\_\_\_\_  
Signature of Equipment Holder Off Campus

\_\_\_\_\_  
Chair/Dean/Vice President

*Send form to Property Accounting if equipment is expected to be off campus 10 days or more.*

EQUIPMENT RETURNED TO CAMPUS:

Date equipment returned to campus \_\_\_\_\_

Equipment is located on campus at the following address (Building and room #):  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Equipment Holder

\_\_\_\_\_  
Chair/Dean/Vice President

After Equipment Return

*Send form to Property Accounting upon the return of equipment to campus at:  
Property Accounting, Gables One Tower – Suite 150, Coral Gables, locator 2912*