

be referred for corrective action.

- F.** All University Officials are expected to exercise due care in their handling of University Assets and to use University Assets only for authorized purposes. The unauthorized removal of University Assets from University Premises and/or conversion of University Assets for personal use are prohibited.
- G.** University Officials must return any University Assets issued to them to the University at the time the employment or other relationship with the University ends or when requested by the supervisor of an employee or another authorized University Official.
- H.** The University assumes no responsibility for loss or damage to a University

securities, supplies, equipment, facilities, licenses and rights, and all other property owned by or entrusted to the University for the purpose of carrying out University functions, regardless of where the assets are located or by whom they are held, as well as services provided by the University.

C. "University Premises" includes, but is not limited to, all indoor and outdoor common and educational areas, all University owned, leased, or operated facilities, University owned or operated housing (including but not limited to University property leased to University-recognized fraternities and sororities), campus sidewalks, campus parking lots, recreational areas, outdoor stadiums, and University owned or leased vehicles (regardless of location). University Premises does not include municipal property that goes through or is adjacent to campus, such as sidewalks or alleys.

V. RESOURCES

A. Policy FINA 2.30.050 *Property Control*

B. [Property Control Procedures](#)

C. Policy FINA 2.30.051 *Disposition of Surplus Property (Assets and Equipment)*

D. Policy IT 13.10.010 *Use of Computer and Network Systems*

Revision Effective Date	Purpose