

GEORGIA SOUTHWESTERN STATE UNIVERSITY

PERSONAL PROPERTY (EQUIPMENT) LOCATED OFF-CAMPUS

(Form must be completed prior to removing equipment from assigned location)

NAME OF EMPLOYEE:

ADDRESS:

ADDRESS WHERE PROPERTY WILL BE LOCATED (IF DIFFERENT FROM ABOVE):

TELEPHONE NUMBER:

PERIOD OF ASSIGNMENT: FROM _____ TO _____

Item No.	GSW Barcode #	Serial Number(s)	Description (sufficient to substantiate a claim in case of theft or loss including make and model)	Date of Purchase	Acquisition Cost

JUSTIFICATION FOR ASSIGNMENT OFF-CAMPUS:

I have read, understand, and agree to comply with the conditions on the reverse side of this form

L/S _____ Date _____
Employee

ROUTE FOR APPROVAL:

- 1. Department Chair L/S _____
- 2. Division Chair L/S _____
- 3. V.P. for Academic Affairs (for Academic Areas Only) L/S _____
- 4. V.P. for Business & Finance" (for all areas) L/S _____

Distribution: Original - Property Control Officer, Materials Management
Copies - Risk Management, Auxiliary Services
Department Chair
Employee

ATTACHMENT 9-05-00.A

CONDITIONS FOR PERSONAL PROPERTY ASSIGNMENT

- I. In accordance with Board of Regents Policy 711.09, certain items of personal property may be removed from campus to the home of an employee or an off-campus site when the purpose is for University business only.
- II. Assignment of personal property to an employee carries strict responsibility for the care and protection of such property. If approved, the University will provide All Risk Insurance coverage and charge the premium to the department assigned responsibility for the property.
- III. Approval for assignment will be by the department head, then the division chairman and Vice President for Academic Affairs (If property is assigned from an academic area), finally by the Vice President for Business and Finance.
- IV. It will be the responsibility of the department head to personally verify that the equipment is located where it is assigned and being used for University business only. This determination shall be made no less than once per academic semester.
- V. Annual verification of location and condition of personal property shall be the responsibility of the Director of Materials Management if the property is listed on inventory. This verification shall be made in May or June. Verification shall consist of the property being brought to the issuing department or to the Materials Management office for inspection, whichever is most practical.
- VI. If a State auditor demands to see the property, it shall be the responsibility of the employee to immediately deliver the property to the campus. If the employee will be unavailable for a period of time, the property must be returned to the department unless arrangements are made with the department head for inspection of property, if required.
- VII. The employee who has been assigned property for a specific location may not relocate the property without authorization.
- VIII. The employee will not permit others to use the property unless the use is officially recognized and approved University business.
- IX. If, through neglect or failure to provide adequate safeguards, this property is lost to the use of the University, the employee may be held responsible for its replacement cost.
- X. Personal use of University property for other than official University business is a violation of Regents Policy 914.02.
- XI. If employment is terminated, all University property must be returned to the University in good condition prior to the employee receiving his/her final pay check.