

Policy No.: 625-61

Effective: 3/21/00

POLICY:

California State University, Northridge is required to conform to State property accounting procedures designed to ensure the accuracy of records regarding the acquisition, maintenance, control and disposition of State equipment and property. Under certain circumstances, the University will permit removal of State equipment from campus for completion of academic or administrative assignments. Individuals removing State equipment from the campus premises assume full responsibility for the care and security of such property.

A combination of accurate accounting records and strong internal controls must be in place in order to detect and protect against loss and unauthorized use of State property. Individuals removing State property from the department are required to complete the appropriate documentation, so that equipment inventories will accurately reflect the disposition of all State property.

The State Administrative Manual ([SAM, Section 8643](#)) states that the borrower ". . . will be charged with any loss and damage to State property due to their negligence or unauthorized use."

PROCEDURES:

Any employee or student who removes equipment from the University premises must complete an Off-Campus/Home Use Permit form and submit it to the appropriate Department Head for approval prior to removing the equipment from the campus. University property may be checked out to University personnel (faculty, staff, or students) under the following guidelines:

1. Approval must be granted by the authorized Property Representative, which is typically the department head or their designee.
2. The property will be used explicitly for official University purposes or class projects.
3. Property checkout will be for a limited time only, as specified on the form.
4. The Off-Campus/Home Use Permit must be completed and authorizing signatures obtained prior to removal of the equipment from University premises. Copies of this form will be issued to the requestor, the Department Head, the Dean or Area Head, and Asset Management.

RESPONSIBILITIES:

Faculty, Employee and/or Student:

The employee or student is responsible for the care and security of equipment checked out in his or her name. The equipment is to be returned upon completion of the designated project, at the request of the Department Head, upon the employee's separation from employment in the Department for any reason, or upon the student's separation from the University for any reason.

Faculty, Staff and/or Student:

Any faculty, staff, or student checking out equipment for on- or off-campus use will be personally responsible and liable for its safeguard and return in serviceable condition. Individuals who cause damage or loss, or who have an item stolen, will be charged the full purchase cost of replacement equipment.

Department Heads:

Department Heads or their designee are responsible for maintaining accurate records of all state equipment that is checked out for on- or off-campus use from their respective units. Department Heads or their designee are also responsible to ensure that state property is returned to the campus by the date on the approved off- campus permit. State equipment that is removed from the campus is to be included as part of the yearly university inventory control.

REFERENCES:

[State Administrative Manual \(SAM\), Section 8643](#)

FORMS:

[Off-Campus Home User Permit](#)

FURTHER INFORMATION:

Purchasing and Contract Administration, 818-677-2301

APPROVED BY THE PRESIDENT