



SUBJECT: UNIVERSITY PROPERTY

- I. **PURPOSE:** To establish policy for the use of University Property.
- II. **POLICY:**

All property, supplies, and services purchased with University funds should be used only for University business. Use for personal reasons must be approved in advance by the employee's supervisor and should be incidental in nature. The employee is responsible to reimburse the University for any costs associated with the personal use of University property. Any exception to this policy must be approved by the President of the University.

All unneeded equipment, materials, and furniture which is not being used, or not planned for use within one year by the department, is to be considered surplus property. (Please refer to the SUU Policies and Procedures manual, policy no 7.5 for the complete surplus property policy.)