

Off-Campus Property Use Control Policy and Procedure Cal Poly, San Luis Obispo

Policy:

University/State owned property (excluding motor vehicles) may be taken off-campus for official University business use with proper written authorization. No University employee may authorize off-campus use of University/State-owned property for their own personal use. When University/State-owned property has been approved for off-campus use, it is the custodial responsibility of the department to:

- 1) Ensure the property has a Cal Poly identification sticker affixed to it, and
- 2) Complete the “*Authorization for Off-Campus Use of Cal Poly Property*” form before property is removed from campus. The form can be found at:
<https://afd.calpoly.edu/accounting-reporting/forms>.

The employee will be held responsible for safeguarding all assigned property while in their possession. The conditions under which property may be taken off-campus are listed below, and are hereby a part of the agreement signed by the responsible University employee on the “*Authorization for Off-Campus Use of Cal Poly Property*” form:

- To immediately report stolen or missing on-campus property to University Police, or off-campus property to the nearest law enforcement agency, and provide related Incident/Case# on the “*Property Survey Request Form.*”
- To be responsible for loss or damage to property from negligence or unauthorized use
- To use property only for University activities
- To return property on due date, or upon request or termination of employment

Employee Requirement: The employee must keep a copy of the approval form while transporting property since it serves as proof of permission for the property’s removal from campus.

Laptop Requirement: All laptops must have a Cal Poly identification sticker number affixed to it and an “*Authorization for Off-Campus Use of Cal Poly Property*” form on file with Property Accounting. This form must be filled out regardless of whether the laptop will be taken off-campus or not. Laptops will not be issued by the Department Inventory Coordinator until it has been tagged and the form has been completed.

Procedure:

The Department Inventory Coordinator is responsible for maintaining records of University/State-owned property taken off-campus. A check-out/check-in system must be established whether its removal for University business is for a short time period, or long term. Minimum required information includes description of the item, the Cal Poly identification sticker number affixed to it, the property’s serial number, the employee to whom it is assigned, the department (deptid), the off-campus location, the dates checked out (and in), and the signatures of the employee, the employee’s supervisor and the Department Inventory Coordinator.

Before the property is taken off-campus, there must be an “*Authorization for Off-Campus Use of Cal Poly Property*” completed. This form can be found online at: <https://afd.calpoly.edu/accounting-reporting/forms>. The Department Inventory Clerk will keep a copy of this form on file. The original will be sent to Property Accounting. During the department’s physical inventory, the Inventory Clerk (from Property Accounting) will confirm that the form is on file.

When the property is returned to campus, the Department Inventory Coordinator must acknowledge the return of the property on the “*Authorization for Off-Campus Use of Cal Poly Property*” with return dates and signatures. The Department Inventory Coordinator must send Property Accounting a copy of the updated form and the new on-campus location.

Any property that is lost, missing, stolen or otherwise not available for its intended use, should refer to the Property Control Procedures, Section 9 – “Missing, Lost and Stolen Property.”