

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Use of SDSM&T Property

NUMBER: Policy V-B-5 (Formerly Policy V-B-06)

POLICY

SDSM&T property shall be used only in an appropriate manner by properly authorized persons.

PROCEDURES

1. Authorized use of SDSM&T property - Persons desiring to use property under the control of SDSM&T shall have adequate training or supervision to avoid injury to themselves or others and to avoid damage to the property. Proper arrangements shall be made with the person responsible for the property to reimburse SDSM&T for the cost of its use. Persons who have not demonstrated their ability to use the property in a safe manner and who have not made arrangements to provide appropriate reimbursement are not authorized to use the property.
2. Off-campus use of SDSM&T property - If SDSM&T property is to be used off-campus, proper authorization must be obtained before the property may be removed from campus.
 - A. All persons wishing to remove SDSM&T property from campus for a period of less than one week must have the prior written approval from the department head responsible for the property. This approval should be retained by the person utilizing the property.
 - B. Persons intending to remove property from campus for one week or more should complete an "Off Campus Usage Authorization" form (see attachment). This form will be signed by the department head responsible for the property and will be filed with the inventory control clerk in the Business Office prior to the removal of the equipment. These forms are available in the Business Office from the inventory control clerk.
 - C. Upon return of the property, the authorizing department head must be informed, who will then inform the Business Office that such property has been returned. The inventory control clerk will return one copy of the Off Campus Usage Authorization form to the department head when notified of returned property.

For purposes of this policy, SDSM&T property shall include, but shall not be limited to, computer equipment, desks, chairs, calculators, lab equipment, software, and typewriters.

SOURCE: Purchasing February 2014;