

**POLICY 2.21 – Personal Use of University Resources**

**Policy Category:** Financial

**Effective Date:** September 29, 1988

**Supersedes:** June 25, 1987

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**POLICY**

- 1.00 The use of University equipment, supplies, human resources, technology, computer software and facilities for personal gain is prohibited unless prior written approval is obtained from the appropriate Dean or Budget Head.
- 2.00 Equipment, technology or computer software may be used off-campus for teaching, research or other University purposes, subject to the approval of the appropriate Dean or Budget Head (or designate).
  - 2.01 While the equipment technology or computer software is located off-campus, it is assumed to be under the care and control of the person using it who assumes full responsibility for any loss or damage. The only exception to this policy is when equipment, supplies, technology or computer software is being used in connection with University-sponsored, off-campus activities such as work-related projects or field trips. In these circumstances, University insurance policies and procedures will pertain.

**ADMINISTRATIVE PROCEDURES**

- 3.00 When equipment or computer software is to be taken off-campus for use as specified in 2.00 above, a form entitled "Authorization for Off-Campus Use of Equipment", available from the Purchasing Department, must be completed and authorized by the appropriate Dean or Budget Head (or designate) and maintained in a central file within the unit until the equipment is returned to the campus.