

North Dakota State University

Policy Manual

SECTION 700.2 TAKING EQUIPMENT OFF-CAMPUS

SOURCE: NDSU President

1. There are legitimate circumstances when it is necessary for employees to take University equipment off-campus, for a period of time, to facilitate the completion of specific job assignments. Employees may use University equipment off-campus provided the employee accepts full responsibility for any loss or damage to the equipment if and when the University's insurance does not cover the equipment. (The University's insurance does not cover **any** equipment taken out of the country.) Personal use of University property is a misdemeanor in violation of Section 12.1-23-07 of the North Dakota Century Code.
2. The responsible supervisor should develop guidelines concerning legitimate circumstances for taking equipment off-campus. Before approving a request, the responsible supervisor must consider whether the use of equipment off-campus will create a hardship or shortage for the other employees in the department. It is up to the discretion of the responsible supervisor whether to approve or deny a request to take equipment off-campus.
3. The equipment must be returned to the University when its use off-campus is no longer necessary, or authorized, or when the employee terminates employment. Failure to do so may result in appropriate sanctions or other action being brought against the employee, including withholding money due to the employee from the University until the property is returned.
4. When off-campus use is expected to exceed one calendar week, the employee must fill out and sign an agreement. This form, available from the [Accounting Office](#), must be approved by the responsible supervisor. If a Department Chair, Dean, or Director needs to take equipment off-campus for more than one calendar week, approval must be granted from the next higher level of authority. The form must be kept on file in the department.
5. This policy applies to equipment currently used off-campus. The responsible supervisor must determine whether such equipment is being used for legitimate business purposes and have the responsible employee complete the proper forms.

HISTORY:

New	October 1993
Amended	July 1996
Amended	December 2008