

Declaration Regarding Use of University Property Off Campus

I, _____, approve the removal of:

(Dean Director, or Department Head)

<u>Make</u>	<u>Model</u>	<u>Serial Number</u>	<u>U of R Asset Number</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

from the campus of the University of Regina.

This equipment will be located at:

I, _____, custodian of the above noted equipment, attest that said property will not be used for any business purpose or to generate income in, or for, any commercial enterprise or undertaking.

I assume responsibility for the property as described in the University of Regina's policy for "Use of University Property Off Campus" while the property is signed out to me.

I undertake to return said University property to the University upon request or should my employment with the University of Regina terminate.

Date: _____

Faculty/Staff Member Name: _____ Department: _____

Faculty/Staff Member Signature: _____

Dean, Director, Department Head Signature: _____

Cc: Financial Services

UNIVERSITY OF REGINA

Use of University Property Off Campus

1. It is incumbent upon the University to maintain internal control procedures to safeguard the assets of the University. Part of the safeguarding of assets includes ensuring that the University is aware of the location of its property.
2. On occasion, because of off campus University work or research requirements, the University may feel it is desirable for University equipment to be removed from campus.
3. University property includes items purchased from any source of funding be it Capital, Operating, Accountable Professional Expense Accounts, Research, or donations.
4. The Dean, Director, or Department Head's approval must be obtained prior to property owned by the University being removed from campus. Such approval is signified by the completion of a declaration as appended to this policy as "Declaration Regarding Use of University Property Off Campus."
5. University equipment, removed from campus under this policy, continues to be included within the University's insurance coverage. All peril insurance with a \$2,500.00 deductible is maintained by the University for personal computers, while other equipment is included under general University insurance.
6. The individual who, under this policy, has assumed custody of University equipment which is included under a regular maintenance contract must agree to make the equipment available for normal servicing, repair and maintenance. Prior to equipment, not under a normal maintenance contract, being removed from campus the individual and the appropriate Dean, Director, or Department Head should agree as to what will be the source of funding for any maintenance costs.
7. While off campus no property belonging to the University may be used for any business purpose or to generate income in, or for, any commercial enterprise or undertaking.
8. Financial Services must be notified of any change in location for University property. When property is returned to campus Financial Services must be notified. This will ensure Financial Services is able to maintain the correct location of assets recorded in the University's fixed asset system.
9. At anytime the Dean, Director, or Department Head may request property to be returned to campus and the faculty/staff member shall return the property immediately.
10. Upon retirement/termination of the faculty/staff member the property belonging to the University must be returned to the campus.