



University Community (faculty, staff and students)

SUBJECT (R*)	EFFECTIVE DATE (R)	PROCEDURE NUMBER
USE OF UNIVERSITY PROPERTY OFF-CAMPUS	July 2019	1130.010a

PROCEDURE STATEMENT (R)

University property may be used off-campus only if its use will further the mission of the University. Such removal shall be authorized by the Department’s Accountable Officer and an Off-Campus Form shall be furnished to Property Control for accountability for property with a cost or value of \$5,000 or more.

In the event that the individual or department wants to continue the use of property off-campus for more than one year, a new Off-Campus Form must be submitted to Property Control. Property Control shall be notified when off-campus property is returned to campus. University Personnel using state property off-campus shall be informed as to the measures to be taken when an item in their custody is lost or stolen, otherwise they may be held personally liable (see statement on Off-Campus Form).

They may use their personal copy of the Off-Campus Form as their receipt of permission to remove property from campus. If property is lost or stolen:

1. Notify the local police.
2. The user of the property shall send a memorandum of the theft and a copy of the police report to the Accountable Officer charged with the property.
3. The Department’s Accountable Officer shall report the loss to Property Control, along with a copy of the police report, including the statement of the person sustaining the loss.

REASON FOR PROCEDURE (O*)

To establish a procedure in order to authorize and control the use of University property taken off-campus.

DEFINITION (R)

“Department Accountable Officer” is an individual who has been designated to have custodial accountability for all University property assigned to the specific department. This individual must verify, on an annual basis, the Department’s Inventory Report List for accountable property furnished by Property Control and available through the financials asset management module.

<p>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)</p> <p align="center">Division of Finance and Administration Florida International University</p> <p>RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)</p> <p align="center">Office of the Controller /Property Control Office 11200 S.W. Eighth Street, CSC 1140 Miami, Florida 33199 Telephone: (305) 348-2167</p>	<p>The University Policies and Procedures Library is updated regularly. In order to ensure a printed copy of this document is current, please access it online at http://policies.fiu.edu/.</p> <p>For any questions or comments, the “Document Details” view for this procedure online provides complete contact information.</p>
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FORMS/ONLINE PROCESSES (O)

The FIU Property Control Manual

Off Campus Form

Link(s) to the above referenced Forms available in the "Document Details" Section of the online version of this policy document.

***R = Required**

***O = Optional**