

Off-Campus Relocation of University Owned Fixed Assets Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu.

Purpose and Scope

Use of University-owned assets is exclusively restricted for University business. In furtherance of University business, it may be necessary to relocate University fixed assets off campus for an extended period of time. Some examples include, but are not limited to, scientific instruments relocated to a field research station for University student use, or a piano moved to the premises of an affiliated entity for University events and/or student performances.

Policy Statement

Relocating University fixed assets may be accomplished with the prior written approval of the Dean (for academic departments) or of the department's Associate Vice President (for non-academic departments). In either case, the relocation should be co-signed by the Division Vice President. Regardless of location, University equipment may not be utilized for personal or non-University use.

A form is available for granting this approval (Form Name: Permission to Relocate University-Owned Fixed Assets from University Property). These forms shall be retained in the approving Dean or Associate Vice President's office, with a copy forwarded to Finance and Business Services - Accounting.

References

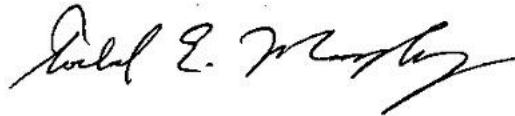
Permission to Relocate University-Owned Fixed Assets from University Property Form is included below.

See also "Equipment Lending Authorization of University Owned Fixed Assets Policy" for fixed asset loans within PASSHE.

Reviewed by: Associate Vice President for Finance and Business Services, Controller, Assistant Controller, Finance and Administration Accounting & Budget Manager

Policy Owner: Lisa Marra Kelly, Controller

Approved by:



Todd Murphy

Vice President for Finance and Administration

6/25/21

Effective Date: 05/28/21

Next Review Date: 05/28/25

History

Initial Approval: 12/06

Review Dates: 01/20/21

Amended: Unknown



— UNIVERSITY POLICY —

PERMISSION TO RELOCATE UNIVERSITY-OWNED FIXED ASSETS FROM UNIVERSITY PROPERTY

Description of Equipment/Furniture: _____

University Fixed Asset Tag or ID#: _____

Authorized Date of Relocation: _____

Authorized Date of Return: _____

Reason for Relocation (Note: University-owned furniture and equipment may be used only for University business): _____

University Employee Authorized to Make Relocation: _____

Approved by: _____ **Date:** _____
{Dean / AVP}

Approved by: _____ **Date:** _____
{Vice President}

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