

POLICY MEMORANDUM

No. III-31

Use of University Property by University Personnel at Off-Campus Sites

PURPOSE:

The purpose of this Policy Memorandum is to establish a campus procedure that ensures that the campus is in compliance with State Law and with [Section 405](#) of the University of Missouri System Business Policy Manual that states:

No University equipment may be taken from University premises unless it is to be used for official purposes, and its removal is authorized by the department chairperson or administrative official with authority over the unit.

POLICY:

Prior to removing any University property from the premises, a written request must be approved by the person's immediate supervisor. The request must indicate the item, including any inventory numbers, being removed and period of time needed (not to exceed one year), include a justification as to the need for the removal of the item to conduct University business and specify where the item can be located. The supervisor will retain a file containing these approvals, will keep them updated on an annual basis, and will have them readily available for possible review by a University or State auditor.

EFFECTIVE DATE: Immediately

RESPONSIBILITY: Chancellor, Vice Chancellors, Provost, Vice Provosts, Department Chairs and Unit Heads

BASIS: [University of Missouri System Business Policy Manual 405](#)



John F. Carney III
Chancellor