

CITY UNIVERSITY OF NEW YORK – THE CITY COLLEGE OF NEW YORK
POLICY ON OFF-CAMPUS USE

Reason for Policy

We like to do all that is possible to enable staff and faculty to carry out their responsibilities while meeting our obligation for the care, preservation and proper use of off-campus property.

Policy

- A. As a general policy, City College property cannot be removed from authorized locations. However, situations may arise beneficial to the College, where members may remove property to an off-campus site.
- B. Property, which is owned/purchased by City College, or for which the College is responsible, is to be used for City College purpose **only**.
- C. When a member of the College community has need to remove such property from authorized college locations, the following requirements must be met:
 - 1. Property to be removed to an off-campus location must be solely used for college purpose.
 - 2. If an individual removes such property from an authorized location, he/she assumes the responsibility for the proper care, transportation, security and ensures that the property will be returned in satisfactory working condition on completion of requirement.
 - 3. Approval to remove from authorized locations must be secured from the Departmental Chair or Sponsor (RF) of the inventory account. A written record of the property and the authorization shall be maintained in the office of the approving authority, and a copy submitted to and maintained in the Office of Property Management. (See Pg.-6 para. 7 for procedure)
 - 4. Property shall be returned to the original University location/Department as soon as possible, unless an extended period is specifically approved. Approvals shall be limited to the current fiscal year, and must be renewed at the beginning of each fiscal year. In addition, at the time of the University-wide Re-inventory, all property will be returned to the authorized location so that it can be accounted for by the physical inventory.
 - 5. In the event of an extended absence, change of status or separation from the College of an individual who has property off-campus, the property must be returned to the authorized location **prior to departure**.
 - 6. All property removed from authorized University location shall be subject to immediate recall by the University at any time.
 - 7. The following is a list of the information needed to properly monitor off-campus equipment:

CUNY Bar Code # (CIT-0001234)
P. O. #, Date & acquisition cost
Type of equipment
Manufacturer
Serial Number
Model Number

Name of person authorizing removal
Responsible College Employee
College ID number (S.S. number)
Location (complete address)
Phone Number
Duration of off-campus use with
Expected date of return