

Property Control System Manual (PCS)

PCS 505: Off-Campus Use of Equipment

Effective: 3/1/1984

Revised: 3/1/2021

Purpose

To manage off-campus use of university and sponsor-owned equipment

Applicability

All moveable university and sponsor-owned equipment being removed from buildings or facilities owned or leased by ASU

Policy

Equipment may be removed from the university premises only for university or sponsored project use.

Permissible university purposes include the following:

1. an individual's performance of assigned duties at ASU
2. a faculty member's research
3. ASU course work
4. an individual's service to a nonprofit professional association or community organization where the individual is not receiving any remuneration

and

5. other activities as approved by the individual's department chair, dean, director, as appropriate.

Before equipment is removed from campus:

1. equipment must be tagged with an ASU property control number (PCN),
2. an [Off-Campus Use of Equipment Authorization form](#) must be completed
3. the form must be authorized by the department head

and

4. the form must be submitted to Capital Assets Management (CAM).

If the equipment is capital, CAM will record the temporary location of the capital equipment in Workday Business Assets and attach a copy of the form to the business asset record. Off-campus forms are valid for up to two years in duration but can be renewed biennially. Once capital equipment is returned to campus departments should notify CAM with the assets permanent location and CAM will record the new location of the capital equipment in Workday Business Assets.

Cross-Reference

For information on personal use of university equipment, see the *Financial Services Policies and Procedures Manual—[FIN 117](#), "Personal Use of University Resources."*