

Property Control System Manual (PCS)

PCS 506: Off-Campus Loans of Equipment to Agencies

Effective: 1/27/1993

Revised: 3/1/2021

Purpose

To control off-campus loans to outside agencies of university and sponsor-owned equipment

Applicability

All moveable university and sponsor-owned equipment being loaned to outside agencies

Policy

Equipment may be loaned to off-campus state or non-state agencies, but only if it is to be used at the agency for university, sponsored, or subcontract purposes (unless it can be demonstrated that the university would benefit from the loan). It may not be removed for personal use. There are no exceptions. Before being transferred all equipment must be tagged with an ASU Property Control number (PCN) and an [Off-Campus Use of Equipment Authorization form](#) must be completed and submitted to Capital Asset Management. See [PCS 505](#): "Off Campus Use of Equipment" for additional information.