
WVU POLICY

DIVISION OF FINANCE

OFF CAMPUS UTILIZATION

1. PURPOSE & SCOPE

- 1.1. **Purpose** – The purpose of this policy is to inform University faculty and staff about the proper authorization needed for the off-campus utilization of reportable property.
- 1.2. **Scope** – This policy applies to all University employees, including those on the divisional campuses, and the West Virginia University Research Corporation.

2. POLICY

- 2.1. To facilitate work-related projects, occasionally it is necessary to take moveable equipment off-campus. All requests for off-campus utilization of reportable property for a period of one month or more require authorization from the appropriate department head, dean, or director to be maintained on file within the department and the proper notification made to Sponsored Projects & Property Administration. Equipment/property must be tagged prior to relocation. This authorization shall set forth the new location and indicate the expected length of time that the property will be off campus. Shorter durations of off-campus utilization of tagged property will be monitored solely by the owning department. In the event of asset damage or loss, insurance coverage and deductible billing will be handled by Risk Management.

3. DEFINITIONS

- 3.1. **OFF- CAMPUS** – A location that is not owned or rented by West Virginia University or the West Virginia University Research Corporation.
- 3.2. **REPORTABLE PROPERTY** – Includes the following types of property:
 - Capital equipment purchased by or donated to West Virginia University or the West Virginia University Research Corporation with a useful life of one year or more and a cost of \$5,000 or greater
 - Property furnished by a sponsor (regardless of cost)



Division of Finance
Policy #15

Category: Division of Finance
Title: Off Campus Utilization
Responsible Unit: Sponsored Projects & Property Administration
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- Property owned by a sponsored award contractor or the Federal government (regardless of cost)

4. RESPONSIBILITIES

- 4.1. **Interpretation** – Responsibility for interpretation of this policy rests with the Vice President for Strategic Initiatives or designee.
- 4.2. **Application** – All employees are responsible for supporting this policy. It is the responsibility of the dean or director to implement and maintain this policy within the department, unit, or organization.
- 4.3. **Procedure Development** – Responsibility for procedure development rests with Sponsored Projects & Property Administration.

5. AUTHORITY & REFERENCES

- 5.1. WVU Board of Governors Finance & Administration Rule 5.1 Approvals and Delegation of Authority for Financial and Administrative Matters (under consideration for approval and out for public comment).

6. SUPERCEDES

- 6.1. This policy supersedes all other Off Campus Utilization policies, procedures or guidelines at the University to the extent those documents are inconsistent with and fall under the scope of this policy.

Signature: Anjali B. Halabe Date: 01/31/2020
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Associate Vice President – Division of Finance

