

University Policy 5315: Use of University Property

Category: Facilities, Operations, IT

Subcategory: General Operations

Covered Individuals: University Employees, Students, and Volunteers

Responsible Executive: Vice President for Finance and Administrative Services

Policy Custodian: Vice President for Finance and Administrative Services

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5315.1 PURPOSE AND SCOPE

The purpose of this Utah State University (“USU”) Property Policy (“Policy”) is to set forth overarching principles and an operating framework to ensure that all [University Property](#) is maintained, safeguarded, and used appropriately.

5315.2 POLICY

2.1 Use and Care of University Property Generally

2.1.1 Care, Maintenance, and Use.

Each USU employee, student, or volunteer shall care for and properly maintain any University Property over which they have [Stewardship](#). Stewardship over University Property may be (i) assigned by the supervisor of an employee, student, or volunteer; (ii) designated or implied in the role statement or job description of an employee; or (iii) assumed by an employee, student, or volunteer who uses or takes control over University Property. Normal wear and tear of University Property is expected. When using University Property, employees, students, and volunteers shall do so in accordance with the intended use, construction, and application of the property or as set forth by applicable federal or state regulations.

2.1.2 Inventory.

Each department is responsible for maintaining inventory practices of University Property under the Stewardship of department employees to ensure compliance with this Policy and other applicable requirements, procedures, or policies (e.g., Utah System of Higher Education R572, Noncapital Asset Inventory and Tracking, and USU Controllers Office Procedures).

2.1.3 Safety.

Employees, students, and volunteers must use University Property safely and prudently and comply with [USU Policy 3014: Safety and Health](#), and any other policy or established procedure associated with the specific University Property being used.

2.1.4 Security.

University Property shall be secured in accordance with USU policy, established procedure, and any applicable federal or state regulations associated with the specific University Property. The USU employee, student, or volunteer who has Stewardship over a particular University Property shall be

responsible for securing and safeguarding the property.

2.1.5 Loss.

Any loss, damage, or theft of University Property must be reported to the supervisor of the employee, student, or volunteer with Stewardship. The USU Police Department should be promptly notified regarding the theft or suspected theft of University Property. Insurance claims and questions related to lost, stolen, or damaged University Property should be coordinated with the Office of Risk Management.

2.1.6 Storage and Disposal.

Storage and disposal of University Property, as applicable, shall be in accordance with [USU Policy 5313: Storage and Disposal of \(Non-hazardous\) University Equipment, Materials and Supplies](#). When considering disposal of University Property subject to [Export Control Regulations](#), individuals must coordinate with the Office of the Vice President for Research (see also, [USU Policy 4107: Research Data](#))

2.1.7. Transfer.

The transfer (including both transfers of title and/or lending property) of University Property to any party outside of USU must be memorialized in a written agreement made in accordance with [USU Policy 1010, Contract Signature Authority and Delegation](#). University Property subject to Export Control Regulations may only be transferred after the transfer has been evaluated and approved by the Office of the Vice President for Research. USU researchers should coordinate with the Office of the Vice President for Research when conducting research involving export-controlled University Property (see *also*, USU Policy 4107: Research Data).

2.1.8 University Property Off Campus, Telework, and Travel.

Except as provided in this policy or applicable procedures, University Property must remain on the University Campus or within the custody of USU's employees, students, or volunteers while performing their respective employment or volunteer responsibilities and roles. When performing telework, University Property shall be used in accordance with [USU Policy 3008: Telework](#). University Property used during international travel shall be used in accordance with [USU Policy 5303: International Travel](#).

2.1.9 Compliance with the Law/Penalties.

Employees, students, and volunteers must comply with all applicable USU and State of Utah policies and all federal and state laws relating to the use, care, maintenance, storage, disposal, etc. of University Property or may be subject to criminal penalties (e.g., Utah Code 76-8-402, Misusing public money or public property) (see *also*, Utah Code 67-16, Utah Public Officers' and Employee's Ethics Act; Utah Code 53H-8-209, Personal use expenditures for officers and employees of institutes of higher education).

2.2 Personal Use of University Property

2.2.1 Standards and Exceptions.

University Property may only be used for USU business, except as provided below:

- a) De Minimis and Incidental Use. University Property may be used by an employee for personal use when such use is de minimis and incidental, as defined herein. A "de minimis use" is a use of University Property that, after considering the frequency and circumstances of the use, is so small that accounting for the use would be unreasonable or administratively impracticable. An "incidental use" is a use of University Property that accompanies, derives from, or is related to USU's intended public purpose of the University property but is not a major component thereof. De minimis and incidental uses are infrequent, do not interfere with the performance of official duties, are brief in duration, and do not result in personal gain (e.g., for-profit side business). For a use of University Property to qualify as de minimis and incidental, USU must receive a value

from the primary use that substantially outweighs any personal benefit received by the user from the associated personal use. Permitted de minimis and incidental uses under this section exclude uses that (i) expose the University Property, USU, or USU's employees, students, or volunteers to any undue risk, liability, or burden; (ii) disrupt USU activities; (iii) create or involve a conflict of interest (see [USU Policy 2301: Individual Conflicts of Interest](#)); or (iv) are specifically prohibited by law.

- b) **Approved Use.** University Property may be used by an employee for personal use when approved by the person with Stewardship over the specific University Property and that steward's supervisor in accordance with an applicable department's adopted practices and processes, which in turn must follow the law, the Utah System of Higher Education Policies, and other USU Policies. Departments may adopt practices that require approval for uses that would otherwise qualify as de minimis and incidental uses.
- c) **Contracted Use.** Access to University Property may be contracted between an employee (or any third party) and USU after arms-length negotiations and the execution of a written agreement in accordance with USU Policy 1010: Contract Signature Authority and Delegation. Any such use must comply with the law and be evaluated in accordance with USU Policy 2301: Individual Conflicts of Interest.

2.2.2 Expenses and Benefits.

Any expenses (other than de minimis expenses) incurred by USU for permissible personal uses must be reimbursed (e.g., repair costs). These expenses may also constitute a taxable benefit, in accordance with established IRS guidelines. Any use of University Property in connection with an employee's approved consulting services (see [USU Policy 3202: Consulting Service](#)) must be approved in writing by the employee's supervisor.

2.3 Use and Care of Specific Categories of University Property

2.3.1 Offices and Facilities.

USU facilities and buildings are to be used for university business. Assigned spaces should be maintained in good order. For more information on office and facility usage or facility access, see [USU Policy 5308: Building Access Control](#) and [USU Policy 5310: Energy Conservation and Emissions Reduction Policy](#). Any usage of USU facilities by an outside party must follow appropriate event/meeting scheduling and contracting procedures.

2.3.2 Office Electronics.

[Office Equipment](#) (printers, copiers, scanners, displays, telephones, etc.) is to be used for conducting USU's business in accordance with this Policy. For more information regarding the use of computers and electronics, see [USU Policy 5200: Information Security and Appropriate Use](#), [USU Policy 3312: Cell Phones](#), and [USU Policy 5310: Energy Conservation and Emissions Reduction Policy](#).

2.3.3 Software.

Software purchased with USU funds must be used in accordance with the associated software-user agreement.

2.3.4 Animals.

Administration of USU-owned [Animals](#) must be in accordance with [USU Policy 4104: Animal Care and Use](#).

2.3.5 Vehicles.

[Vehicles](#) must be administered in accordance with [USU Policy 5312: Vehicle Use Policy](#).

2.3.6 Heavy Equipment and Farm Equipment.

[Heavy Equipment](#) and [Farming Equipment](#) must be serviced and maintained in accordance with the manufacturer's recommended hourly maintenance schedules for the specific item of Heavy Equipment or Farming Equipment.

2.3.7 Artifacts and Specimens.

[Artifacts](#) and [Specimens](#) must be cared for and managed in accordance with best practices for preservation, display, and exhibition.

2.4 Non-University Property

2.4.1 Federal Property.

Unless otherwise provided for in an associated grant or contract, [Federal Property](#) shall be cared for and maintained as if it were University Property in accordance with this Policy and related procedures. Any additional standards of care or maintenance outlined by the Federal Government shall apply.

2.4.2 Personal Property.

Personal property of USU employees, students, or volunteers should not be mingled with University Property or kept/stored within or on USU's facilities, except as may be reasonably expected for office use (e.g., office decorations). USU is not responsible for loss, liability, or damage to the personal property of its employees, students, or volunteers.

2.4.3 Third-Party Property.

Property owned by third parties should not be mingled with University Property or kept/stored within USU's facilities, unless specifically permitted and approved through a contract between USU and a third party. Third-party property stored within USU's facilities must be cared for in accordance with the terms of the applicable contract.

2.5 Non-compliance

A USU employee's failure to comply with this Policy may result in notation of such failure in performance reviews, removal or reassignment of job responsibilities, corrective and/or disciplinary action up to and including termination, and criminal or civil prosecution under applicable state or federal law (see Utah Code 76-8-402, Misusing public money or public property).

5315.3 RESPONSIBILITIES

3.1 Deans and Vice Presidents

USU deans and vice presidents are responsible for ensuring their unit's compliance with this Policy. USU deans and vice presidents are also responsible for ensuring that specific procedures and training are developed and implemented for University Property managed, purchased, or otherwise housed within their unit that is not otherwise addressed by existing institutional procedures or training resources.

3.2 Department Heads and Directors

Department Heads and Directors are responsible for (a) complying with this Policy and all applicable procedures and (b) ensuring that this Policy and any applicable procedures are communicated and understood by the employees, students, and volunteers that report to them.

3.3 Supervisors

Supervisors are responsible for managing the use of University Property by employees, students, or volunteers who report to them. Supervisors should evaluate potential misuse of University Property by an employee, student, or volunteer and take appropriate and professional corrective action, which could include, but is not limited to, notation of misuse of University Property in performance reviews, removal of University Property Stewardship responsibilities, removal of access to University Property, termination of employment (in the case of employees), or termination of the volunteer relationship (in the case of volunteers).

3.4 Employees

A USU employee with Stewardship over University Property shall be responsible for said property. Failure of a department to provide supplemental practices or procedures does not excuse a USU employee with Stewardship over a particular University Property from complying with this Policy or from exercising reasonable judgment to ensure that the University Property is maintained, safeguarded, and used appropriately. USU employees are responsible for personally complying with applicable law, this Policy, and all other applicable USU policies.

3.5 Volunteers

Volunteers are responsible for complying with this Policy, all applicable published procedures, and all associated directives from their supervisor(s).

3.6 Internal Audit

Internal Audit is responsible for implementing evaluations to ensure compliance with this Policy by deans and vice presidents, departments, supervisors, employees, and volunteers.

3.7 Students

Each student is responsible for personally complying with applicable law, the Student Code of Conduct, this Policy, and all other applicable USU policies.

3.8 Controller's Office

The Controller's Office will provide procedures, forms, and processes to assist Department Heads and Directors with their responsibilities to inventory and manage University Property in accordance with this Policy.

5315.4 REFERENCES

- Utah Board of Higher Education R558, Surplus Property
- Utah Board of Higher Education R572, Noncapital Asset Inventory and Tracking
- Utah Code 67-16, Utah Public Officers' and Employees' Ethics Act
- Utah Code 76-8-402, Misusing public money or public property
- Utah Code 53-7, Utah Fire Prevention and Safety Act
- Federal Acquisition Regulations (FAR)
- Government Accounting Standards Board Statements 34, 35, and 87
- Internal Revenue Service (donations)
- National Aeronautics and Space Administration (NASA) Grant Handbook
- Department of Defense (DOD) Manual 4161.2-M, 5000.64
- Department of Energy (DOE) – Management of Government Equipment in the Possession of Contractors
- Health and Human Services (HHS) Contractors Guide for Control of Government Equipment
- OMB Uniform Guidance (2014) Equipment Management Procedures

- CFR Part 200 Compliance Supplement (2019)
- International Traffic in Arms Regulations (ITAR)
- Export Administration Regulations (EAR)

5315.5 RELATED USU POLICIES

- [USU Policy 1010: Contract Signature Authority and Delegation](#)
- [USU Policy 1100: Investment Policy](#)
- [USU Policy 2301: Individual Conflicts of Interest](#)
- [USU Policy 3008: Telework](#)
- [USU Policy 3014: Safety and Health](#)
- [USU Policy 3202: Consulting Service](#)
- [USU Policy 3311: Employee Gifts and Awards](#)
- [USU Policy 3312: Cell Phones](#)
- [USU Policy 4104: Animal Care and Use](#)
- [USU Policy 4106: Intellectual Property](#)
- [USU Policy 4107: Research Data](#)
- [USU Policy 5100: Trademark Licensing](#)
- [USU Policy 5200: Information Security and Appropriate Use](#)
- [USU Policy 5303: International Travel](#)
- [USU Policy 5308: Building Access Control](#)
- [USU Policy 5310: Energy Conservation and Emissions Reduction](#)
- [USU Policy 5312: Vehicle Use Policy](#)
- [USU Policy 5313: Storage and Disposal of \(Non-hazardous\) University Equipment, Materials, and Supplies](#)

5315.6 DEFINITIONS

- **Animals** means all live vertebrate animals, including, but not limited to, mammals, amphibians, fish, birds, and reptiles. Animals specifically include both livestock and laboratory animals.
- **Artifacts** means an object made by a human being, typically of historical, cultural, scientific, academic, or artistic interest. Artifacts include artwork, books, and relics.
- **Export Control Regulations** means the Export Administration Regulations (15 CFR 730-774) and the International Traffic in Arms Regulations (22 CFR 120-130), as overseen by the Department of Commerce and the Department of State, respectively.
- **Facilities Equipment** means the tools, machines, and implements used to maintain and care for USU's campus and University Property.
- **Farming Equipment** means farming machines and tools (e.g., tractors, harvesters, loading machinery, etc.) used to conduct USU's business.
- **Federal Property** means property owned or furnished by the federal government or acquired by the USU with federal funds under the terms of a contract or grant for which the federal government retains title.
- **Furnishings** means the furniture and fixtures associated with USU's offices, facilities, classrooms, laboratories, studios, etc.
- **Heavy Equipment** means heavy-duty Vehicles and equipment, specially designed for executing construction tasks, such as earthwork operations, used to conduct USU's business.
- **Laboratory Equipment** means laboratory, studio, shop, and research tools used to conduct USU's business, specifically associated with research, teaching, and hands-on learning.
- **Office Equipment** means computers, printers, copiers, telephones, other office electronics, and other office tools, machines, etc., used to conduct USU's business.
- **Real Property** means land, facilities, or other resources attached to or within the land and improvements or fixtures permanently attached to the land or to a structure thereon.
- **Specimen** means an individual animal, plant, piece of a mineral, etc., used as an example of its species or type for scientific study or display.
- **Stewardship** means the responsibility of supervising or taking care of University Property.
- **Supplies** means consumable materials and implements used to conduct USU's business. Exemplary Supplies include, but are not limited to, paper, toner, fuel,

- compounds, laboratory chemicals and supplies, any other consumable office or laboratory materials, etc.
- **University Campus** means a USU facility or property, physical or virtual, owned, operated, or controlled by the University, including, without limitation, University learning management systems, residential campuses, statewide campuses, and University centers across the state of Utah.
 - **University Property** means the Animals, Artifacts, Facilities Equipment, Farming Equipment, [Furnishings](#), Heavy Equipment, Laboratory Equipment, Office Equipment, Real Property, Specimens, Supplies, and any other property to which title is vested in USU, whether purchased with USU funds or acquired by bequest or gift.
 - **Vehicles** means the automobiles, aircraft, boats, all-terrain vehicles, or other vehicles used to conduct USU's business.

Information below is not included as part of the contents of the official Policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the President, subject to review by the USU Policy Committee.

RESOURCES

Procedures

- [Controller's Office Equipment Management](#)
- [Pre-Inventory Checklist](#)
- [Tracking Non-Capital Equipment](#)
- [Door Re-Key Request](#)
- [Access Control](#)
- [Roof Access](#)
- [Surplus Property](#)
- [Motor Pool](#)

Guidance

- [Equipment Account Code and Definitions](#)

Related Forms and Tools

- [Equipment Management Form Instructions](#)
- [Disposal Request](#)
- Equipment Off Premises [Authorization](#)

Contacts

- Equipment Management Services, Old Main RM26, 435-797-1846
- [Facilities Customer Service/Key Office](#)
- [Motor Pool/Fleet](#)

POLICY HISTORY

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