

**OLD DOMINION UNIVERSITY**  
**University Policies and Procedures**

**3401 - USE OF UNIVERSITY EQUIPMENT OFF CAMPUS**

Statement: When an item of equipment is needed to accomplish university business off campus, prior approval must be obtained, either through the respective vice president, dean, director, and/or budget unit director. Campus police and property control must be notified through the submission of the Old Dominion University Property Authorization Form. Budget unit directors are reminded of their responsibility for control of assigned equipment, as required by the Commonwealth's Fixed Asset and Accountability Control System (FAACS). The Property Authorization Form serves as appropriate evidence of the location of equipment in the budget unit director's custody which has been temporarily removed from campus. Forms are available from the Property Control Office.

**Responsibility:** Vice President for Administration and Finance

**Authorization:** Roseann Runte, President

**Date:** October 6, 2003