

Old Dominion University
Technology Policies, Standards, Procedures and Guidelines

Compliance Procedure

Title: **OCCS Data Center – Removal of Equipment for Offsite and Personal Use**

Reference Number:

Purpose

The purpose of this procedure is to define the process of removal of University equipment from the campus by OCCS staff. This procedure addresses state equipment in staff member's homes. OCCS staff may respond to problem resolution and system monitoring issues after the prime work day. Because of the frequent inability to schedule time to accomplish certain projects, OCCS has approved staff members to take Old Dominion University computer equipment off campus, primarily in their homes. This procedure outlines of the requirements and guidelines relating to taking equipment off campus for business use.

Procedures & Related Information

The equipment on loan to employees is for the business use of the employee – not others.

Equipment is expected to be returned or renewed at the end of each fiscal year.

Equipment residing off campus is not covered by any warranty for repairs or theft. The obligation is assumed by the employee..

Employees leaving the organization must return all off campus equipment and be cleared via the Operations area. Assistant Directors must address this topic with all departing employees.

Upon return, documentation must be submitted. Copies are provided for the employee and for Property Control submission.

The Assistant Director for the employee's work group must first approve any removal of a computer or piece of technology equipment from the campus.

The Assistant Director and employee must discuss the equipment use and the software to reside on the machine.

The employee is responsible for obtaining a Property Control Equipment Off Campus Authorization Form. The form must be signed by the Assistant Director for the work group and employee.

The Property Control Off Campus Authorization Form must contain the Serial Number, Property Control number and appropriate description for each piece of equipment. Operations staff is responsible for validating, processing, copying and submission of the form to Property Control.

Operations will document the removal and machine identification material by entering the data in the appropriate spreadsheet, kept by Operations supervision.

Operations staff will then copy the completed form, give a copy to the employee, file one and submit the completed form to Property Control.

The Property Control form will be filed in Operations for later reference.

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The Current Equipment Off-Campus Authorization Form follows:

OLD DOMINION UNIVERSITY
Equipment Off-Campus Authorization Form

The following equipment is authorized to be removed from campus for official use, with the estimated return date listed below:

TAG #	EQUIPMENT DESCRIPTION	SERIAL NO.	MODEL NO.

Custodian of equipment while off campus: *(please type or print)*

Name:	Position No.
Social Security No.	
Address or location of equipment:	

_____	_____	_____
Signature	Campus Phone No.	Estimated Return Date (No more than 1 year from origination date.)

Department Name:	Budget Code:
Budget Unit Director:	Date:

Form Received by
Property Control: _____ Date: _____
Signature

Distribute copies to: Property Control, Department Budget Unit Director, Employee

Above equipment has been returned in satisfactory condition.

Budget Unit Director: _____
Print Name

_____	_____
Signature	Date
_____	_____
Property Control	Date