UMD

UNIVERSITY OF MINNESOTA DULUTH

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College of Education and Human Service Professions

UMD Equipment Asset Off Campus Request Policy

Equipment/Computer Policy

Effective with the adoption of this policy, all faculty and staff in the College of Education and Human Service Professions (CEHSP) utilizing equipment off campus will be required to complete the University Form 1677-Capital Equipment Asset Off Campus Request Form and have it on file in their respective departments. Even though this form is designed for capital assets, CEHSP will use this form for all equipment/computers regardless of purchase price.

Procedure

All units within CEHSP will be required to check their equipment/computer inventory on an annual basis, using the web based CEHSP Inventory online system. Units will be asked to update location of equipment/computers and determine if new forms are required. Annual basis will be defined as January 1.

Form

U Wide Form #1677 – Capital Equipment Asset Off Campus Request Form
http://policy.umn.edu/prod/groups/president/@pub/@forms/documents/form/um1677.pdf

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NOTES

HISTORY

Adopted:5/14/2010