

7.01 Classroom Supplies and Equipment

A certain amount of money is allotted each year for use in purchasing classroom supplies and equipment. At the beginning of the fiscal year, these funds are divided so that the departments know the amounts available for their use. An instructor desiring supplies or equipment should make formal requisition through the department head, who in turn, passes on the request through the dean of the college to the purchasing agent. The purchasing agent makes the purchase of the materials, which are paid for through the instructor's office. This procedure must be followed. The university will not be obligated for purchases made in any other manner. See University Policy #1, item 5.

The same general procedure is observed in the purchase of materials for any other use.

7.01.01 Removal of University Assets from Campus

See University Policy #75

As a general rule, removal of University equipment, furnishings, and similar property from campus is not permitted. Specific exceptions may be made when all of the following conditions are met:

- Relocation is temporary
- The purpose of the relocation is for the conduct of University business by a University employee (Lending University property for personal or organizational use by private parties is expressly prohibited)
- Property, while relocated, will be adequately protected from loss and damage
- Head of the administrative unit to which the property is assigned must approve the relocation

Absence of the property, while relocated, will not hinder normal, on-campus operations