



Date: January 22, 2013

To: All University Officers, Deans, Chairpersons, Directors, Managers and Supervisors

From: Sandra Steinbach, Associate Vice President for Business and Finance

Re: Removal of Property from Campus

The University is implementing a new system and policy for departments and units to track University owned property that is taken off campus. This policy applies to extended use of property off campus. It is not intended for property such as University provided cell phones or laptops assigned to individuals and carried home daily as part of the employee's primary job responsibilities. It can also be used to sign out shared department property as well.

Removal of property off campus should only occur when it is necessary to conduct University business away from the University. Faculty and staff members must receive written authorization from their supervisors to remove University property from University buildings. At a minimum, the department chair must approve removal of property for academic departments.

Accounting Services, in conjunction with the Office of Information Technology, developed an online process to request, approve, and return properties. This system will allow departments to track their departmental assets. It is the employee's responsibility to initiate the request for authorization. The new system and policies and procedures are available at <http://www.wmich.edu/businessandfinance/forms/index.html> under the "miscellaneous" link.

Deans and unit/department heads will be contacted to assign an administrator for this system. The administrator will have access to view the status of assets that are tracked by the system for your departments or units. The department or unit heads should review the status of their property on an annual basis.

We hope that you will find this system a helpful tool to manage control over University purchased property within your departments or units.

If you have any questions regarding this policy, please contact Patti VanWalbeck at patti.vanwalbeck@wmich.edu or 387-4268.