

9 CHAPTER: EQUIPMENT TAKEN OFF CAMPUS

Motivation

The purpose of this policy is to support the use of departmental computing equipment for its intended application, and to insure that the department can meet both Purdue and funding agency auditing requirements. This policy sets limits on the number and types of computers that can be off campus, and who is authorized to take them off campus.

A list of frequently asked questions is given at the end of this policy manual.

9.1 Policy Administration

1. Removal of any equipment from campus that has been (or will be) assigned a Purdue property accounting number, requires completion of a Purdue University form 12, including appropriate signatures. This form must be reviewed and renewed each fiscal year.
2. Exceptions to the policies below require a written statement from the responsible faculty member and approval by the Department Head or designee.

9.2 Computer Systems at Home

This section does not apply to "portable" computers; see Section 9.3.

1. A computer system may consist of several items, including a CPU cabinet, keyboard, mouse, monitor, printer, scanner, modem, and add-in boards.
2. CS faculty members are allowed to have two university-owned computer systems at home for university purposes (research, teaching, and/or administration). Such equipment is purchased by research funds or by funds specifically allocated to the faculty member (e.g., set up funds for a new faculty member).
3. CS faculty members may approve equipment they have purchased for students or staff to use at home for university purposes (one computer system per person). In this case, both the approving faculty member and the person taking the equipment off campus must sign the form 12.
4. Departmental staff may be allowed to have a university-owned computer system at home with written justification and approval by the Department Head or designee.

9.3 Portable/Laptop Computers

1. CS faculty members, students, and staff are allowed to have two university-owned portable computers (including docking stations) for university purposes off-campus. The same policies that apply to computer systems at home also apply to portable computers.
2. Inexpensive computers (including most hand-held or palm-top computers) that do not require a Purdue property accounting number are *not* covered by these policies.

9.4 Computers for Non-University Personnel

1. Purdue University equipment cannot be taken off campus by anyone who is not associated with the university (faculty, staff, or student).
2. Employees or students with equipment off campus who are leaving the university are expected to return it before leaving.

9.5 Special Situations

1. Computer equipment may be taken off campus temporarily for use at conferences, trade-shows, or similar events without the limitations described in this policy. A form 12 must still be completed and signed.
2. When upgrading computing equipment at home or when installing a new laptop, there may be a short period during which more than two such computers are signed out.

9.6 Frequently Asked Questions

Since the faculty member, in signing the off-campus equipment form, agrees to take responsibility for the equipment, why are these additional policies required?

Various people must also sign the off-campus equipment form, including representatives of the department, business office, and dean's office, and they are responsible for seeing that the equipment is being used for its intended purpose and can be reasonably accounted for. In the event of an audit, everyone who signed the form will be required to make this justification.

Much of the equipment that I have signed for is obsolete and worthless. Why do I still need to account for it and return it to the department?

The university property accounting procedures maintain the "book value" of equipment as the value at which it was initially acquired. All obsolete equipment must be disposed by the university salvage facility.

I have computing equipment I would like to loan to a research collaborator at another site. How can I do that?

For collaborators at another Purdue site (department, building, or campus), a university form 9 can be filled out to notify property accounting of the new location of the equipment.

For collaborators outside Purdue, a long-term loan agreement must be prepared in advance of the equipment leaving campus. The details of this transfer can be complicated and must be worked out through the departmental business office and the contracts office.

What can I do with my computing equipment that I no longer need?

You have three choices: (1) dispose of the equipment through the university salvage facility, (2) sell the equipment through the university salvage facility, or (3) transfer ownership to another Purdue department.

You will receive no money for option (1). For option (2), you will receive 80% of the selling price. The departmental facilities staff can help you with this procedure. Option (3) requires a university form 9 and (routine) approvals.