

3356-4-19 Use of university equipment.

Responsible Division/Office: Finance and Business Operations
Responsible Officer: VP for Finance and Business Operations
Revision History: September 2013; September 2018; September 2023
Board Committee: Finance and Facilities
Effective Date: September 20, 2023
Next Review: 2028

- (A) Policy statement. Use of the equipment and supplies of Youngstown state university (university) is limited to the pursuit of the university's mission.
- (B) Scope. This policy applies to all faculty, staff, and students and their use of university supplies and equipment.
- (C) Parameters.
 - (1) The university regularly purchases equipment and supplies to meet its educational research and service missions. Use of such equipment and supplies is restricted to the undertaking of those missions. Faculty, students, and staff are not permitted to utilize university equipment or supplies solely for personal use or for more than incidental personal use as part of business use. Individuals who are not university faculty, students, or staff may not use university equipment or supplies unless contracted to do so.
 - (2) Any exception to this policy must have the written approval of the appropriate divisional executive officer.
- (D) Violations. Employees who violate this policy, including violations by administrators who authorize inappropriate or unnecessary use, may be liable for the repayment of costs incurred and/or damages that might occur and could be subject to discipline up to and including termination.