

COUNTY COLLEGE OF MORRIS Business and Finance Division Procedures	
Subject: OFF-CAMPUS USE OF COLLEGE PROPERTY	Page: 03.26.01
	Date: 10/23/2020

General

College owned fixed assets may be taken off campus by employees and students, provided proper approval is given by the department head and adequate control of the property is maintained. In order to safeguard these assets the **temporary movement/assignment** must be monitored.

In order to monitor the temporary assignment of college owned property, a log must be completed. This log must include the borrower's signature to document their acceptance of the property. We recommend the "Use of College Property Log" (Attachment A) be completed, although a substitute containing the same information may be utilized. This property will continue to be a part of a department's inventory, but temporarily assigned to a specific individual. College equipment removed from campus by individuals that becomes damaged, lost or stolen must be reported to that individual's insurance company. Any recovery checks or denial correspondence must be submitted to the College in a timely fashion. If the individual chooses not to place a claim with their insurance company, they are responsible for reimbursing the College the replacement cost value of the item.

Authority

Vice President for Business and Finance

Responsibility

All Asset Custodians
Director of Accounting

Procedure

All asset custodians are responsible for maintaining a "Use of College Property Log" (attachment A) or comparable substitute to list assets they have authorized to leave the area. At the time authorization is provided, the log must include:

- Date logged out
- CCM tag number
- Brief description of the asset
- PRINT the name of the employee/student removing the asset
- The employee/student removing the asset must SIGN that they have accepted responsibility for the item.
- Record the person's phone number for ease of contact.

When the asset is returned, the log must include:

- The date the asset is returned
- The initials of the custodian receiving the item

