

Policy Number: **UW U-02**

Approved by: Hospital Officers Leadership Team &  
University Executive Committee

Issue Date: 07/31/2002

Applies to: Upstate Medical University

Value(s): *(Drive Innovation & Discovery, Respect  
People, Value Integrity, Serve Community)*

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## **Home Use of State/Research Foundation Assets**

*(Home Use of Upstate Medical University Purchases – State/RF/MSG/Grants)*

<b>Review Date:</b>	<b>Change Description:</b>
10/10/2018	Reviewed with no changes.
<b>Revised Date:</b>	<b>Change Description:</b>
07/31/2002	New policy on 7/31/2002.

**Applies to:**

All Upstate Medical University Offices

**Policy:**

The following policy must be adhered to in those cases in which a department requests that items purchased be delivered to a location other than the SUNY Upstate Medical University Campus or designated Research/Teaching/Patient Care site. The following must be obtained:

**DEFINITIONS:**

**1. Purchased Items**

Utilizing the Property Management Off Campus Form (#F86759), from the Property Control manual:

Written permission signed and dated from the Department Chairperson to Purchasing with a copy to the Property Control Office with the following to be included:

- A. Justification as to why the purchase must go off campus.
- B. A statement stating that the individual for whom the item is purchased will be using it exclusively for the business of Upstate Medical University and that it will be returned to Upstate Medical University after that use is completed.
- C. An estimate of the time (days, weeks, months) that the asset will be held off campus/or, in the case of supplies, a note that they will be consumed.

**2. Transfers of Equipment/Materials Off Campus**

Complete the same procedure as above, except the form must be filed with Property Control only. Materials transfer sheets will be forwarded to Internal Audit.

Education/Related Resources: none

Form Name(s) and Number(s): Property Management Off Campus Form (F86759)

Originating Department: Property Management

Contributing Department(s): None

References/Evidence-Based References: None cited.