

## Use of System Property

**System Policy:** 33.04

**Approved:** February 27, 1995

**Most Recent Revision:** November 18, 2021

**Next Scheduled Review:** November 18, 2026

**A&M-Commerce Procedure:** 33.04.02.R0.01

**Approved:** July 7, 2024

**Next Scheduled Review:** July 7, 2029

**Responsible University Office:**

Office of the Vice President for Business and Administration; Office of Chief Information Officer

**Responsible University Administrator:**

Vice President for Business and Administration; Chief Information Officer

University property is an asset that must be accounted for and safeguarded. Faculty members may use books from the library and recreational facilities for personal benefit or pleasure. However, personal use of university property does not extend to such items as computers (including, but not limited to the internet and email) and computer equipment, telephones, fax machines, or photocopiers, except for incidental use (e.g., in time periods comparable to reasonable coffee breaks during the day). Incidental use must not unduly interfere with a faculty member's assigned responsibilities or the normal functioning of an office. University-owned vehicles may be used for official business only. System credit cards, procurement cards, petty cash, working funds, or centrally billed accounts may be used for official business only.

Certain items qualify to be inventoried. Each department has been assigned a property officer who is responsible for his or her area's assets. Property should not be moved from offices or rooms (including classrooms) without proper authority. Faculty members have a legal obligation to make good any loss sustained as a result of negligence or wrongful act where property is lost, damaged, or destroyed.

The Texas A&M University System Equipment Management Manual sets forth policies and regulations governing property management for all system members. See the A&M-Commerce [Property Management](#) website for a link to this manual and for additional information on property management rules specific to A&M-Commerce. See A&M-Commerce [Procedure 33.04.02.R0.01](#) for more information on permissible use and prohibited use of university telecommunication services and equipment (desk and cell phones, fax, email, and internet connections).