



## TEXAS TECH UNIVERSITY™

### Operating Policy and Procedure

#### **OP 61.01: Use of University Facilities, Equipment, Vehicles, Supplies, and Services for Private Purposes Prohibited**

**DATE:** October 8, 2013

**PURPOSE:** This policy statement establishes the prohibition of the use of university facilities for private purpose.

**REVIEW:** This Operating Policy and Procedure (OP) will be reviewed in September of odd-numbered years by the managing director of Procurement Services with substantive revisions forwarded to the vice president for administration & finance and chief financial officer.

#### **POLICY/PROCEDURE**

1. Article 16, Section 6 of the Texas Constitution provides that: "No appropriation for private or individual purposes shall be made." Article 8, Section 6 provides that: "No money shall be drawn from the Treasury but in pursuance of specific appropriations made by law. . ." Section 03.02.1.h, *Regents' Rules* defines as a breach of public trust, "unauthorized entry to or use of (university) facilities" by faculty, staff, or students.
2. It is clear that it is the intent of the Texas Constitution and the Board of Regents that university facilities, equipment, supplies, and services are to be used only for duly authorized university purposes. Accordingly, the use of university-owned resources or resources for which the university has acquired stewardship responsibilities in which title is vested to others including, but not limited to, buildings, equipment, materials, supplies, telephones, utilities, and services of university personnel for personal purposes is prohibited.

#### **3. Services of Personnel**

The use of university personnel for personal work is strictly prohibited. This work includes, but is not limited to, typing and secretarial services on personal and/or private consulting correspondence, running personal errands, and other like personal services.

#### **4. Use of Equipment**

Equipment that the university owns or is responsible for shall not be used for personal purposes. University-owned or controlled equipment should not be removed from the university premises. In the event a tagged item of equipment is needed to be removed from university property to an employee's personal residence or other like property to accomplish university work on business "at home," then appropriate property custodian approval must be requested and obtained prior to removing the equipment from university premises. A copy of the request document with the property custodian approval must be filed with the Property Management department. Small, untagged items such as dictating equipment, calculators, and other like property used in "at

home" university work and business are exempt from this provision. The form is available online: <http://www.depts.ttu.edu/procurement/inventory/documents/Temporary%20Use%20Form.xls>.

#### 5. **Telephones**

Directory Assistance, TEX-AN, WATS, and Direct Dial 1+ and 0+ personal calls are not authorized over university telephone system. Any person placing emergency directory assistance or long distance telephone calls over an official telephone will reimburse the university for the bill amount of the call plus applicable U.S. federal excise tax.

#### 6. **Use of Vehicles**

As set forth in the Government Code, Section 2203.004, and Penal Code, Chapter 39, no state-owned vehicle will be used for personal reasons.

Misuse of a state vehicle is a state jail felony.

The use of a state vehicle to conduct personal business such as banking, shopping, transporting family members, or use in a parade of any kind requires complete written justification from the department head prior to such use. Further, vehicles will not be kept overnight at one's place of residence. Written justification requesting exception to the policy must be sent by the department head to the vehicle fleet manager for consideration. The request will then be forwarded to the president or her/his authorized representative for approval and signature. A fully executed copy of the justification will be forwarded to Vehicle Fleet Management, TTU - Physical Plant, MS/Box 43142.

#### 7. **Office Supplies**

Office supplies are for official use only. Personal use of university supplies will be considered fraud and could be grounds for termination.

8. Persons required to reimburse the university for personal phone calls, copies, or supplies will do so by depositing the cost of the service or material, plus applicable federal excise or Texas sales taxes at the Accounts Receivable Office. The cost of the services or materials will be credited to the account that originally paid for the services or materials. Receipts for these reimbursements will be retained on file in the department records for one fiscal year after the fiscal year in which the deposit was made.
9. Any questions regarding this policy should be directed to the managing director of Procurement Services.