

## CSUDH Foundation Account Holders Handbook

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### OFF-CAMPUS USE OF FOUNDATION PROPERTY

#### Policy

Foundation policy requires that property purchased from a grant fund remains in the campus and may only be removed from the campus to an off-site location if it is necessary in the performance of Foundation/University activities.

#### Procedures for the Off-Campus Use of Foundation Property:

1. The Principal Investigator/Projector determines that the off-campus use of Foundation property is to perform Foundation/University activities.
2. An employee requesting the off-campus use of Foundation property must sign an **Off-Campus Use of Foundation Property Form** agreeing to the following:
  - to be responsible for loss or damage to equipment
  - to use equipment only for Foundation/University activities
  - to return equipment on due date or upon request
  - to pay for equipment which is damaged or lost

This policy takes effect April 1, 2008 and will serve as an addendum to the Policy on Sponsored Program Equipment under 10.8.3 and 10.8.4 of the CSUDH Foundation Account Holder's Handbook.