PROCEDURE LIT.4.04.05
CHECKING OUT PROPERTY

SCOPE: Faculty and Staff

1. Property should only be removed from campus to conduct official college business.

2. Any Information Technology item that leaves campus must be officially checked out through the IT department and details must be shared with Property Management.

    2.1. Information Technology items include, but are not limited to:

        2.1.1. Laptops
        2.1.2. iPads
        2.1.3. Tablets
        2.1.4. Phones
        2.1.5. Hotspots

    2.2. A form must be signed by employees or students intending to take college property away from campus.

    2.3. The party checking out the asset is financially liable for the item.

    2.4. Checked out assets must be returned to campus and checked back in with the IT department by the designated deadline.

3. Any other item that is not IT related and will leave campus for any amount of time must be checked out through the department responsible for the asset.

    3.1. The department should keep documentation of what employee takes an item

    3.2. The department should keep documentation of the tag number, description, and any other pertinent details

    3.3. The supervisor of the department responsible for the asset must approve the item leaving campus for an official college purpose

        3.3.1. The purpose should be included in the documentation maintained by the department

    3.4. The employee checking out the item must return the college property by the designated deadline

    3.5. If for any reason the college property is not returned by the deadline, the supervisor that approved the college property checkout must follow up with the employee and report the item status and situation to Property Management.

3.5.1. The department can hold any employee financially liable for college property that is not returned.
3.5.2. The departmental documentation will serve as supporting information to charge the employee.
3.5.3. For tagged property, items stolen, missing, lost, not returned, etc. must be reported in the ICS system by the responsible party with updated details.
3.5.4. If an item is stolen or lost, the missing and stolen property report must be completed.

4. The IT department, Property Management, Human Resources, Supervisors, and the Executive team maintain the right to demand the return of property at any given time.

Related Policies: Policy 4.04 Property Management

Relevant Forms/Documents: Property Checkout Form, Missing & Stolen Property Report

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:
Adopted: November 2026
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