

**(OPP-6)**

**DATE:** February 1, 2016

**FROM:** Office of Physical Plant

**TO:** All Physical Plant Technical-Service Employees

**SUBJECT:** Proper Handling of University Property

The removal of University vehicles, tools, equipment, supplies, or materials from the premises is not permitted, either permanently or temporarily, including any material considered to be waste, trash, or recyclables. Borrowing University equipment on a temporary basis may be allowed if it is in the best interests of the University and with the written approval of the supervisor (e.g. training tapes, laptop computer, etc).

Disposal of obsolete, surplus, or scrap equipment, supplies and/or materials must follow [PSU Policy BS15](#).

Established as policy March 1, 1975

Revised February 20, 1995

Revised September 3, 2001

Revised June 3, 2002

Revised February 1, 2016 (number change from OPP-12 to OPP-6 – Reference to BS15)