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)