

SENATE BILL #1179

Title: Equipment Policy

Codification number:

Introduced: November 2, 1976

Thesis: Equipment Purchase, Use and Disposal, for support of proposed Unireg

Sponsor: Cheryl Bachus

1. Be it enacted by the Student Senate of the Associated Students of the
2. University of Wyoming that the ASUW Senate support the following
3. equipment policy and procedure for the purchase, use and disposal of
4. all equipment items which are property of the ASUW:
5. Equipment: Equipment and property acquired with ASUW funds is owned
6. and maintained by the ASUW for the purposes of ASUW. Due to the
7. permanence and responsibility attached to the ownership of such
8. property or equipment, adherence to the following requirements and
9. procedures is necessary:
10. a. All ASUW equipment purchases must be approved through fiscal budget
11. procedures or by special requests through ASUW legislative procedures.
12. b. All acquisitions of equipment and other property by the ASUW will be
13. inventoried by the ASUW Business Manager and listed with the University
14. Property Office in accordance with the procedures of that office.
15. c. Regular repair and maintenance of equipment will be provided and such
16. will be provided through the regular ASUW procedures to include the
17. costs of regular and unusual inspection costs for insuring the safety
18. and proper functioning of various equipment.
19. d. Insurance coverage for equipment shall be budgeted through regular
20. ASUW budget procedures and may be considered as a part of regular

21. maintenance requirements.
22. e. The desire of need to dispose of equipment purchased by the ASUW
23. will require the following procedures:
24. 1. The determination to dispose of equipment will require the approval
25. of the ASUW Finance Committee.
26. 2. The disposal price will reflect the current condition and salvage
27. value of the particular item.
28. 3. Items approved for disposal shall be listed with other ASUW
29. subdivisions for a period of one week. If, after one week, the
30. item for disposal has not been requested by another subdivision
31. of ASUW, that item shall be listed with the University Property
32. Office for disposal in accordance with the procedures of that
33. office.
34. 4. Monies derived from disposing of ASUW equipment shall be credited
35. to the ASUW Equipment Exchange account and to an equipment
36. exchange account of the ASUW subdivisions from which the equipment
37. came.
38. f. There shall be established within the University's accounting system
39. an ASUW equipment exchange account. Through the utilization of this
40. exchange account, the ASUW and its subdivisions may, with proper
41. budgetary approval, purchase equipment and other property through
42. the University Purchasing Office.
43. g. Equipment purchased by the ASUW shall be used only in support of those
44. activities intended by its purchase and such equipment shall not be
45. loaned, rented or otherwise used to advance the profit making interests
46. of any person or organization or to support activities not sponsored
47. by or related to the activities of the University of Wyoming.

49. h. Equipment purchased by the ASUW for use by University recognized  
 50. student organizations may be reserved for use by a student organization  
 51. for a specified period of time, and such reservation shall be in  
 52. accordance with the following:
53. 1. The ASUW does not relinquish ownership of equipment that is purchased  
 54. with the ASUW fee; however, such equipment may be reserved for use  
 55. by a University recognized student organization for a specified  
 56. period of time.
  57. 2. A student organization charged with custody of ASUW equipment shall  
 58. be responsible for the maintenance and safe upkeep of that equipment  
 59. during the period of custody.
  60. 3. A student organization that has reserved ASUW equipment for its own  
 61. use shall not rent, loan or otherwise provide such equipment to other  
 62. organizations or individuals.
  63. 4. A student organization and its officers will be held responsible  
 64. for the replacement or repair of ASUW equipment and property that  
 65. is damaged, destroyed or lost due to negligence or misuse on the  
 66. part of an organization or its individual members. Normal opera-  
 67. tional maintenance, as necessary and required, shall be provided  
 68. by the student organization during the period when the organization  
 69. has custody.

Referred to: Withdrawn 11/2/76

Date of Passage: \_\_\_\_\_

Signed: \_\_\_\_\_

ASUW Senate Chairperson

"Being enacted on \_\_\_\_\_, I do hereby sign my name hereto and  
 approve this Senate action. \_\_\_\_\_ ASUW President."