Title: Equipment Policy
Codification number:
Introduced: November 2, 1976
Thesis: Equipment Purchase, Use and Disposal, for support of proposed Unireg
Sponsor: Cheryl Scharer

1. Be it enacted by the Student Senate of the Associated Students of the
University of Wyoming that the ASUW Senate support the following
2. equipment policy and procedure for the purchase, use and disposal of
3. all equipment items which are property of the ASUW:
4. 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 ASW
23. will require the following procedures:
24. 1. The determination to dispose of equipment will require the approval
25. of the ASW 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 ASW
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 ASW, 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 ASW equipment shall be credited
35. to the ASW Equipment Exchange account and to an equipment
36. exchange account of the ASW subdivisions from which the equipment
37. came.
38. f. There shall be established within the University's accounting system
39. an ASW equipment exchange account. Through the utilization of this
40. exchange account, the ASW 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 ASW 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.
h. Equipment purchased by the ASUW for use by University recognized
student organizations may be reserved for use by a student organization
for a specified period of time, and such reservation shall be in
accordance with the following:

1. The ASUW does not relinquish ownership of equipment that is purchased
with the ASUW fee; however, such equipment may be reserved for use
by a University recognized student organization for a specified
period of time.

2. A student organization charged with custody of ASUW equipment shall
be responsible for the maintenance and safe upkeep of that equipment
during the period of custody.

3. A student organization that has reserved ASUW equipment for its own
use shall not rent, loan or otherwise provide such equipment to other
organizations or individuals.

4. A student organization and its officers will be held responsible
for the replacement or repair of ASUW equipment and property that
is damaged, destroyed or lost due to negligence or misuse on the
part of an organization or its individual members. Normal opera-
tional maintenance, as necessary and required, shall be provided
by the student organization during the period when the organization
has custody.

Referred to: Withdrawn 11/2/76

Date of Passage: ____________________________ Signed: ____________________________

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