Presidential Directive 2-1996-1

Use of University Facilities and Equipment

1. **General Information.** This circular establishes guidelines for the assessment and payment of charges for approved use of University facilities and equipment.

2. **Assessment of Charges.** Charges for use of facilities and equipment are assessed as follows:

   a. Office space and equipment. The charge for use of an individual's office and the office equipment therein is $10.00 per day. Office equipment includes:

      - Telephone for local calls only.

      Long distance calls are to be charged to either the employee's home telephone, personal calling card, or personal University account established through the office of Information Technology.

      Long distance personal calls for whatever purpose, whether direct dialed or collect, are not to be charged to University accounts.

      - FAX machine for local transmission only.

      FAX's transmitted long distance are to be charged to the individual's personal calling card.

      - Personal computer.

   b. University computing facilities. Rates for the use of the University's computing facilities are established by the office of Information Technology and are published annually in The Fee Book. The user is billed by Information Technology and payment is made to that office.

   c. Laboratories and laboratory equipment. The great diversity in laboratories and the equipment therein precludes the possibility of setting a standard usage rate. Therefore, charges for the use of such facilities and equipment shall be based on a laboratory access fee of $50 per day plus appropriate charges for the equipment used. The access fee includes provision of gas, vacuum, deionizer water and fume hoods.

Charges for the use of laboratory equipment shall be arranged between the user and the cognizant dean or director; the proposed charges will be submitted to the vice president for administration and finance for approval.
If the work being conducted in the laboratory by the user is on-going and precludes others from using the space and equipment utilized, then charges will be assessed daily until the user releases the space and equipment.

d. Transportation vehicles. The use of University boats, snow vehicles, aircraft and ground transportation vehicles is not allowed for outside consulting work.

3. Payment of Assessed Charges. Academic personnel and University officers authorized to use University facilities and equipment for outside consulting work are responsible for:

・ Obtaining approval to use University facilities and equipment for outside consulting work from the appropriate dean or director and the vice president for administration and finance prior to use.

・ Establishing any required telecommunications or computer accounts prior to use.

・ Documenting usage of facilities and equipment as it occurs.

・ Remitting payment as required calculated on the basis of days used during any given billing period at the assessed rates. For purposes of calculating the amount, eight hours usage constitutes one day; any fractional usage is to be rounded up to a whole day.

Remittances shall include an accounting of the type of facilities and equipment used and the rates assessed for their use. An accounting form, which can be copied for repeated use, will be provided to the user when use of facilities and equipment is approved.

Charges billed directly by Information Technology for long distance telephone service and use of computing facilities are to be paid when received.

・ Facilities use payments are to be sent to:

    University Accounting Office
    ATTN: Manager of Accounting
    Room 101 Old Main
    Campus

Regular accounting summaries will be provided to each dean or director reporting usage and payments received for activities in their respective area.
4. **Directive.** Failure to comply with this regulation shall constitute a conflict of commitment and may be cause for disciplinary action.

5. **Responsibility.** Questions relating to the administration of this Presidential Directive should be referred to the Vice President for Administration.

Approved February 6, 1991