

**PRESIDENTIAL DIRECTIVE
THE UNIVERSITY OF WYOMING
2-1996-1**

Revised April 18, 2016

SUBJECT: Use of University Facilities and Equipment for Professional and Consulting Work

1. **General Information.** The University is a large institution with numerous facilities and equipment that are associated with its educational mission.
2. **Purpose.** This directive establishes guidelines for the assessment and payment of charges for approved use of University facilities and equipment for professional and consulting work under University of Wyoming (UW) Regulation 4-2.
3. **Assessment of Charges.** Charges for use of University facilities and equipment for outside consulting shall be assessed as follows:
 - a. **Offices, assets and equipment.** The charge for use of a University office and the office equipment therein is \$10.00 per day. Office equipment includes:
 - i. **Telephone calls.** Charges for use include local telephone calls only. Long distance calls are to be placed via the employee's cell phone or charged to either the employee's home telephone, personal calling card, or a personal University account established through the Division of Information Technology. Long distance personal calls for whatever purpose, whether direct dialed or collect, are not to be charged to University accounts.
 - ii. **Copier and FAX machines.** Charges for document copies and scanning are to be charged to the individual and are not to be charged to University accounts. Charges for use include Facsimile (FAX) machine for local transmission only. FAXs transmitted long distance are to be charged to the individual or the individual's personal calling card and are not to be charged to University accounts.
 - iii. **Computers and Email.** University owned computers, software and UWYO email accounts cannot be used for outside consulting activities.
 - iv. **UW Wired and Wireless Networks.** Use of the networks is included in the daily access fee. Personal computers must meet university security standards. The University reserves the right to remove personal computers from its networks.
 - b. **Laboratories and laboratory equipment.** The great diversity in laboratories and the equipment contained within each laboratory 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, fume hoods, utilities, and routine equipment as defined by the University. Examples of routine equipment include but are not limited to pH meters, small centrifuges and other similar laboratory equipment.
 - i. **Special equipment.** At times professional and consulting consulting work requires use of special equipment. All major equipment, which is any durable equipment valued over \$5,000, owned by the University is considered special equipment. The University shall make the sole determination of what qualifies as special equipment pursuant to this Directive. Some examples of special equipment, which are provided for illustrative purposes only, include: mass spectrometers; PCR machines; microscopes of all type, including optical, confocal and electron; CT scanning equipment; NMR,

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ultracentrifuges; and unique equipment developed by the University. The University will determine prices for the use of special equipment on a case-by-case basis. Because special equipment is oftentimes housed in special University space, the charges for use of special equipment may also include a daily room rental charge for the space.

- ii. All proposed charges for the use of laboratory equipment for professional and consulting work will be submitted to the Vice President for Administration for review and approval.
- iii. The user shall schedule use of the laboratory with the applicable Dean or Director. If the work being conducted in the laboratory by the user is on-going and may preclude others from using the space and equipment then the University, at its sole discretion, may require the individual to leave the space, set priorities for use, deny the use, modify the fee structure and/or assess daily charges until the user releases the space and equipment.

c. **Transportation vehicles.** University boats, snow vehicles, aircraft and ground transportation vehicles may not be used for professional and consulting work.

d. **Fee Book.** For any University space or equipment where charges have been established and published in the University's Fee Book, if there is any conflict between this Directive and the fees identified in the Fee Book, the Fee Book shall control.

4. **Payment of Assessed Charges.** Persons authorized to use University facilities and equipment for professional and consulting work under UW Regulation 4-2 are responsible for:

- a. Obtaining approval to use University facilities and equipment for professional and consulting work from the appropriate Dean or Director and the Vice President for Administration prior to use.
- b. Establishing any required telecommunications accounts prior to use.
- c. Documenting usage of facilities and equipment as it occurs.
- d. Remitting payment, as required, which shall be 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.
- e. 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, can be obtained by the user from the University Accounting Office or Academic Affairs after use of the facilities and/or equipment is approved.
- f. Charges billed directly by the Division of Information Technology for long distance telephone service and similar services are to be paid when received.

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- g. Payment for office, laboratory, special equipment and associated facilities must be made to the University of Wyoming and sent to:

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

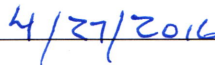
All payments are for the use of University facilities and equipment and there will be no distribution of payments to other units.

- h. Quarterly accounting summaries will be provided by the University Accounting Office to the applicable dean or director reporting usage and payments received for activities in their respective area and/or location.
5. **Failure to Comply.** Failure to comply with this directive shall constitute a conflict of commitment and may be cause for disciplinary action, including termination.
6. **Administration.** This Presidential Directive shall be administered by the Vice President for Administration or designee.

Approved



Richard C. McGinity
University President



Date

Source: Originally approved February 6, 1991