

**PURPOSE**

To provide guidance for employees for the business use of University equipment.

**POLICY**

NAU Equipment may be removed from University Premises for official University business, not for personal use. There are no exceptions.

**PROCESS**

Pre-approval must be obtained before the equipment leaves Campus by completing an Approval for Home Use of University Equipment form. Off-Campus loans cover a time period of a two week minimum to a maximum of one year. If property on loan is required for use in excess of the one year maximum, the loan must be renewed before the loan expires. Loan renewals can be accomplished by using the Approval for Home Use of University Equipment form and circle the appropriate box on the form denoting a loan renewal.

Return form to: Property Administration

PO BOX: 5629

E-mail: [nau-propertyAdmin@nau.edu](mailto:nau-propertyAdmin@nau.edu)