

**Policy 1506**  
**Property Use (University)**

**Date of Current Revision: February 2024**

**Responsible Officer: Associate Vice President for Finance**

**1. PURPOSE**

The purpose of this policy is to prohibit employees of the university from using university property for personal or private purposes.

**2. AUTHORITY**

The Board of Visitors has been authorized by the Commonwealth of Virginia to govern James Madison University. See Code of Virginia § 23.1-1600; § 23.1-1301. The Board has delegated the authority to manage the university to the president.

**3. DEFINITIONS**

**University Property**

Any property, equipment, etc. purchased with university funds or owned by the university.

**4. APPLICABILITY**

This policy applies to all university employees.

**5. POLICY**

James Madison University prohibits using, borrowing, or removing university property for personal or private purposes.

**6. PROCEDURES**

This policy is not intended to prevent the use of university property, equipment, furnishings, materials, or supplies for approved academic, professional or university business activities. If it is necessary to remove such property from the campus, it may be done only with the written permission and approval of a director, department head, academic dean, associate/assistant vice president, or vice president.

In addition, JMU Policy [1603](#) – Fraud, Waste and Abuse Reporting, requires university employees and students to report unauthorized use of university property to Audit and Management Services.

**7. RESPONSIBILITIES**

The associate vice president for finance is responsible for all fixed assets of the university.

The appropriate vice president, dean or department head, associate/assistant vice president is

responsible for providing written permission for removal of university property for approved academic, professional, or university business activities.

All departments, offices, and employees that generate, receive, or maintain public records under the terms of this policy are also responsible for compliance with Policy [1109](#) - Records Management.

## **8. SANCTIONS**

Sanctions will be commensurate with the severity and/or frequency of the offense and may include termination of employment.

## **9. EXCLUSIONS**

University owned personal computing devices used for academic, professional, or university business activities may be removed from campus with verbal permission of a director, department head, academic dean, associate/assistant vice president, or vice president.

## **10. INTERPRETATION**

Authority to interpret this policy rests with the president, and is generally delegated to the associate vice president for finance.

**Previous version:** December 2020

**Approved by the president:** May 2002