

A8.510 Property Requiring Special Handling

1. Loaned Property

a. Loan of Property to Which the University Does Not Have Title

Property not vested in the University but is in its care and custody, cannot be loaned without the specific written approval of the title holder. Examples are: Leased property, Federally-owned property, contractor's demonstration property.

b. Intramural Loan of University Property

If property is loaned to another department for a short period, a memorandum of the transaction should be filed in the lending department with a copy to the receiving department. If the period of the loan exceeds one year, the lending department shall prepare Form FMIS 74, Equipment Transfer (available at <http://www.fmo.hawaii.edu/FMIS/pdf/fmis74.pdf>), and forward the completed form to the Inventory Management Section.

c. Extramural Loan of University Property

Any loan of property to an external organization or to an individual shall have the prior approval of the head of the Custodial Department or the Inventory Management Section. When such loans are made, there shall be a written agreement executed between the University and the borrower regarding indemnification of the University against loss, damage, and liability. Property Loan and Indemnification Agreement by Non-University Personnel provides a format for an indemnification agreement which shall be executed relative to the extramural loan of University property. Prepared copies of the agreement shall be forwarded prior to the loan of property to the

Inventory Management Section for final execution and distribution.

d. Loan of Property to the University from Non-Government External Organizations

The loan of property for demonstration or approval purposes is not recorded in the inventory. However, any such loan shall have the prior approval of the head of the Custodial Department.

If approved, an property loan agreement shall be prepared by the Fiscal Officer of the using department. Such a memorandum shall clearly set forth that the vendor assumes all responsibility for the property, describes the property, provides a brief description of its intended demonstration, and the period of time involved. Decals shall not be affixed to such property.

e. Inter-Campus Loan of Property

An inter-campus loan of property requires the prior approval of the head of the Custodial Department. If the period of the loan exceeds one year, the lending department shall prepare Form FMIS 74, Equipment Transfer (available at <http://www.fmo.hawaii.edu/FMIS/pdf/fmis74.pdf>), and forward the completed form to the Inventory Management Section.

f. Loan of Property for Personal Use

1) The personal use of University property is not permitted. It must be used only in conjunction with University activities in the performance of University job responsibilities.

2) Exception:

Property may be removed from the campus only when:

a) Such removal is in the best interest of the University.

b) Approval has been granted by the head of the Custodial Department head on UH Form 30, Receipt

for Temporary Use Off Campus of University-Owned
Property by a University Employee.

- c) Property must be returned as soon as practicable,
but no later than one year after initial receipt.

2. Personally Owned Property

If a University employee keeps personally owned property on campus, it should be reported to the department head and identified as the property of the owner. The University is not responsible for loss of or damage to personal property. University decals shall not be issued and affixed to such property. The University shall not pay for repairs or maintenance to such property.

3. Collection of Art and Scientific Objects

- a. Collections may be recorded as "Grouped Items" (e.g., collection of oil paintings, collection of video-tapes) and are not assigned a property decal number. The Custodial Department shall maintain detailed records for each item included in an art or scientific collection.
- b. Acquisitions of single art or scientific objects which are not a part of or added to collections are recorded in the inventory. A decal is issued and affixed to such property.