

To: CLASS Department Heads  
Departmental Administrative Support Staff

From: Bill Morgan, Associate Dean

Date: February 21, 2012

SUBJ: 2011 Audit/Procedure for College Compliance with Audit Finding No. 12

**Finding No. 12 from the internal auditor yielded the following comment:**

***Follow University procedures and forms for tracking CLASS Equipment being used off campus.***

The procedure we shall adopt in order to be in compliance with the need to have a central record on file for off-campus use of university-owned equipment is the following:

Each user is to complete the equipment form, which can be found in the CLASS online policy and procedures manual, using the following link:

<https://mycsu.csuohio.edu/ResourceCheck/VerifyServlet?loc=/class/documents/UniversityInformationandTechnologyEquipmentUse.pdf>

This form should be used for all laptops, mobile devices, office computers, recording equipment, and printers regardless of their original price. The original completed form is to be deposited in the Department/School office, and a copy should be kept for the user's records.

**In order to bring this record up to date, one form should be completed for each item of equipment currently used off campus, by the end of spring semester.** Any new equipment purchased in the future that will be used off campus should be registered on this form at the time it is disbursed to the faculty member responsible for ordering it.