



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

HSCEP OP: 61.01, **Use of TTUHSCEP Facilities, Equipment, Supplies, and Services for Private Purposes Prohibited**

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSCEP) Operating Policy and Procedure (HSCEP OP) is to establish the policy for the prohibition of the use of HSCEP facilities for private purpose.

REVIEW: This HSCEP OP will be reviewed by September 1 of every fourth year (E4Y) by the Managing Director for Physical Plant & Support Services, the Assistant Vice President for Human Resources, and the Executive Director for Business Affairs, or designees with recommendations for revisions submitted to the Chief Financial Officer (CFO) or designee by September 15.

POLICY/PROCEDURE:

1. **Authority.** Article 16, Section 6 of the Texas Constitution provides that, "No appropriation for private or individual purposes shall be made." Article 8, Section 6 provides that, "No money shall be drawn from the Treasury but in pursuance of specific appropriations made by law". *Regents' Rules*, Section 08.07, provides that the use of TTUHSCEP facilities must not only support the mission of TTUHSCEP, but also "serve a public purpose".
2. **Intent of Authority.** It is clear that it is the intent of the Texas Constitution and the Board of Regents that TTUHSCEP facilities, equipment, supplies, and services are to be used only for duly authorized TTUHSCEP purposes and activities that benefit or service the entire health professional community. Accordingly, the use of TTUHSCEP-owned resources or resources for which TTUHSCEP has acquired stewardship responsibility in which title is vested to others, including but not limited to, buildings, equipment, materials, supplies, telephones, utilities and services of TTUHSCEP personnel for personal purposes, is prohibited.
3. **Service of Personnel.** The use of TTUHSCEP personnel for personal work is strictly prohibited. This work includes, but is not limited to, typing and secretarial services on personal and/or private consulting correspondence, running personal errands, and other like personal services.
4. **Use of Equipment.** Equipment which TTUHSCEP owns or is responsible for shall not be used for personal purposes. TTUHSCEP owned or controlled equipment should not be removed from the premises of TTUHSCEP. In the event a tagged item of equipment needs to be removed from TTUHSCEP property to an employee's personal residence or other like property in order to accomplish work on TTUHSCEP business "at home," the approval of the department head must be obtained *prior* to removing the equipment from TTUHSCEP property by completing the TEMPORARY USE OF PROPERTY AUTHORIZATION FORM (Attachment A). The TEMPORARY USE OF PROPERTY AUTHORIZATION FORM with the appropriate approvals must be filed with the Property Inventory Department and the Texas Tech Police Department as noted on the form. Small untagged items such as dictating equipment, calculators, and other like property used in "at home" TTUHSCEP work and business are exempt from this provision.
5. **Telephones.** Directory Assistance and Direct Dial 1+ and 0+ personal calls are not authorized over official telephone circuits. Procedures for placing personal collect calls and calls to be charged to personal calling cards and to other numbers while using an official telephone are described in the information pages of the *Campus Directory*. Limited public telephones are available for placing personal telephone calls. Any person placing emergency directory

assistance or long distance telephone calls over an official telephone will reimburse TTUHSCEP for the billed amount of the call.

6. **Office Supplies.** Office supplies are for official use only. The practice of maintaining a stock of stamps on hand in departments usually is not necessary and is to be discouraged. Use of university postage for personal reasons or by non-official entities is prohibited. Contact Mail Services for any questions USPS guidelines.
7. **Reimbursements.** Individuals required to reimburse TTUHSCEP for personal phone calls, copies or supplies will do so by depositing the cost of the service or material with Student Business Services. The department receiving reimbursement shall prepare the cash receipt by crediting the account which paid for the services or materials originally. Receipts for these reimbursements will be retained on file in the department records for one fiscal year after the fiscal year in which the deposit was made.
8. **Vehicles.** Vehicles which TTUHSCEP owns or is responsible for shall not be used for personal purposes. TTUHSCEP owned or controlled vehicles should not be used for personal errands, running to the store or restaurants. Refer to HSCEP OP 63.03 Attachment A, Section 5 for further details.