

## ASI/USU Use of Equipment and Supplies Policy

### PURPOSE

The purpose of this policy is to ensure the compliance of the use of equipment and supplies for the Associated Students Incorporated and the University Student Union board members, officers, employees, and volunteers.

### POLICY

The use of the ASI and USU equipment and supplies is reserved for board members, officers, employees, and volunteers for business purposes.

This policy was voted on and approved by the:

ASI Board of Directors on 2/26/2013

USU Board of Directors on 2/28/2013

The following signatures by the ASI President and USU Chair verify the approval of the ASI and USU Board of Directors:

Shanice Jackson

ASI President

Shanice Jackson  
Signature

5-28-13

Date

Emily Benefield

USU Chair

Emily Benefield  
Signature

5.24.13

Date

*\* This policy may be amended by a two-thirds vote of the ASI and USU Board of Directors.*

## **Guideline**

- 1.0 It is important to recognize that the ASI and USU Office Space, University Student Union Program Board Office, Game Room Office, and the Information Desk are places of business serving the Campus Community. Because of this, any non-affiliated person within the office space during regular business hours should be there for a specific business purpose only. Students and others who are not affiliated with either the Associated Students or the University Student Union are not permitted within the Office Suite after 6:00pm Monday through Friday and not at all on Saturday or Sunday.
- 2.0 Only designated full-time and part-time staff, elected and appointed student officials, and designated volunteers may use office equipment for business purposes. This includes:
  - 2.1 Computers
  - 2.2 Printers
  - 2.3 Copy machines
  - 2.4 Fax machines
  - 2.5 Poster printers
  - 2.6 Telephones

Computers designated for use by elected student officials and volunteers will be marked for such use. All others may not use any of the office equipment.

- 3.0 Unless volunteers are planning or working on an event, they may not use the office space.
- 4.0 ASI and USU Executive Officers, ASI Board of Directors, and USU Board Members must recognize the importance of maintaining a safe and secure work space.
- 5.0 All part-time student assistants, full time staff, and volunteers must recognize the importance of maintaining a safe and secure work space.