**Misuse of University Assets**

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Responsible Unit: Business Affairs Office
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 **POLICY INFORMATION**

Purpose and Summary

This policy defines and delineates responsibilities relating to the misuse of University assets and establishes protocols for reporting and handling of incidents involving alleged or actual misuse of University assets.

The Misuse of University Assets policy is established to facilitate and support the development of controls that will aid in the detection and prevention of misuse of assets. Theft, carelessness, and waste have a direct impact on everyone at the University. It is the intent of the University of Arizona to protect the University’s assets, ensure their efficient and proper use, and promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

The Office of the Senior Vice President for Business Affairs and Chief Financial Officer (“Business Affairs Office”) has the overall responsibility for matters concerning known or suspected misuse of University assets, including receiving and responding to reports of misuse.

Scope

This policy applies to all members of the University community and all occurrences of misuse, including those involving employees, students, Designated Campus Colleagues (DCCs), vendors, and agents of the University.

Source

[Arizona Board of Regents (ABOR) Policy](https://www.azregents.edu/board-committees/policy-manual), including but not limited to: [5-301 Code of Conduct – Jurisdiction, Philosophy, Purpose and Limitations](https://public.azregents.edu/Policy%20Manual/5-301-Code%20of%20Conduct%20-%20Jurisdiction%2C%20Philosophy%2C%20Purpose%20and%20Limitations.pdf), [5-302 Code of Conduct – Definitions](https://public.azregents.edu/Policy%20Manual/5-302-Code%20of%20Conduct%20-%20Definitions.pdf), [5-303 Prohibited Conduct](https://public.azregents.edu/Policy%20Manual/5-303-Prohibited%20Conduct.pdf), [5-308 Student Code of Conduct](https://public.azregents.edu/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf), and, [6-711 Internal Control Responsibilities](https://public.azregents.edu/Policy%20Manual/6-711-Internal%20Control%20Responsibilities.pdf)

[ABOR Guideline for Implementation of 6-711 “Internal Control Responsibilities”](https://public.azregents.edu/Policy%20Manual/Guideline%20For%20Implementation%20of%206-711-Internal%20Control%20Responsibilities.pdf)

Definitions

**Misuse** is the use of a University asset that is prohibited under any Arizona Board of Regents (ABOR) or University policy or use that is otherwise illegal. This may include any reckless or intentional use that results in loss, damage, or financial liability to the University. This may also include any use that results in a gift or personal gain to an individual or a third party and no benefit to the University. Examples of misuse include but are not limited to, fraud, theft, use of University assets for personal purposes, and any reckless or intentional use that diminishes the value of University assets.

**University Assets**include items of tangible or intangible property owned by, leased to, licensed to, or in the possession of the University of Arizona. University assets also include items that are rightfully a University asset but did not become a University asset due to misuse. Examples of University assets include but are not limited to, money, paid employee time, proprietary information, intellectual property such as patents, trademarks, and copyrights, land, buildings, improvements, equipment, vehicles, software, supplies, tools, inventory, library volumes, art objects, and museum pieces.

Policy

A. University assets must not be misused.

B. The University considers misuse of assets a serious matter and will investigate reports of misuse and take appropriate disciplinary and legal actions.

C. All levels of University management are responsible for implementing and maintaining a system of [internal controls](https://www.fso.arizona.edu/internal-control/types) to prevent and detect misuse of assets and must be familiar with the risks of misuse within their area of responsibility.

D. With respect to financial matters, the University will adhere to all related policies and guidance including the [State of Arizona Code of Conduct for Employees Engaged in Accounting, Financial, and Budgeting Activities](https://gao.az.gov/sites/default/files/0515%20Code%20of%20Conduct%20for%20Employees%20Involved%20in%20Financial%20Activities%20150701-COC.pdf).

E. Employees and DCCs must report activities or incidents that appear to be misuse of University assets, including misuse by other employees, students, DCCs, third party vendors, or University agents.

F. Personnel receiving reports of misuse must consult with a designated representative from the Business Affairs Office to discuss the reported misuse and determine subsequent action.

G. Reports of misuse of University assets will not be subject to retaliation.

Frequently Asked Questions

1. What actions constitute fraud?
	1. Fraud is a type of misuse that refers to any dishonest or fraudulent act. It includes, but is not limited to: misappropriation of funds, securities, supplies or other assets; impropriety in the handling or reporting of money or financial transactions; profiting as a result of insider knowledge or improper use of University assets; improperly disclosing confidential and propriety information to outside parties; destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the University; and any similar or related irregularity.

Related Information

Misuse of Assets Reporting and Investigatory Procedures [LINK]

[Ethics and Compliance Hotline](https://compliance.arizona.edu/hotline)

[Internal Controls](https://www.fso.arizona.edu/internal-control/types)

**Related Policies**:

* [Arizona Board of Regents (ABOR) Policy](https://www.azregents.edu/board-committees/policy-manual), including but not limited to [5-301 Code of Conduct – Jurisdiction, Philosophy, Purpose and Limitations](https://public.azregents.edu/Policy%20Manual/5-301-Code%20of%20Conduct%20-%20Jurisdiction%2C%20Philosophy%2C%20Purpose%20and%20Limitations.pdf), [5-302 Code of Conduct – Definitions](https://public.azregents.edu/Policy%20Manual/5-302-Code%20of%20Conduct%20-%20Definitions.pdf), [5-303 Prohibited Conduct](https://public.azregents.edu/Policy%20Manual/5-303-Prohibited%20Conduct.pdf), [5-308 Student Code of Conduct](https://public.azregents.edu/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf), [6-711 Internal Control Responsibilities](https://public.azregents.edu/Policy%20Manual/6-711-Internal%20Control%20Responsibilities.pdf), and [6-914 Protection of Employees from Reprisal for Whistleblowing](https://public.azregents.edu/Policy%20Manual/6-914-Protection%20of%20Employees%20from%20Reprisal%20for%20Whistleblowing.pdf), and University policies addressing the same
* [ABOR 6-908 Intellectual Property Policy](https://public.azregents.edu/Policy%20Manual/6-908-Intellectual%20Property%20Policy.pdf) and University [Intellectual Property Policy](http://policy.arizona.edu/research/intellectual-property-policy)
* [ABOR Guideline for Implementation of 6-711 “Internal Control Responsibilities”](https://public.azregents.edu/Policy%20Manual/Guideline%20For%20Implementation%20of%206-711-Internal%20Control%20Responsibilities.pdf)
* [Acceptable Use of Computers and Networks Policy](http://policy.arizona.edu/information-technology/acceptable-use-computers-and-networks-policy)
* [Arizona Public Service Orientation](https://hr.arizona.edu/employees-affiliates/new-ua/new-employee-orientation-programs/arizona-public-service-orientation)
* [Code of Conduct for Employees Engaged in Accounting, Financial and Budgeting Activities](https://gao.az.gov/sites/default/files/0515%20Code%20of%20Conduct%20for%20Employees%20Involved%20in%20Financial%20Activities%20150701-COC.pdf)
* [Conflict of Commitment Policy](http://policy.arizona.edu/research/conflict-commitment-policy) and [Institutional Conflict of Interest](http://policy.arizona.edu/research/institutional-conflict-interest-policy)
* [Disciplinary Action, Classified Staff Policy Manual, 403.0](http://policy.arizona.edu/employment-human-resources/disciplinary-action)
* [Financial Policies](https://policy.fso.arizona.edu/), including the Financial Services Manual, Property Management Manual, Purchasing Card Policies Manual, and Purchasing Policies Manual
* [Gifts to the University: Solicitation and Receipt](http://policy.arizona.edu/employmenthuman-resources/gifts-university-solicitation-and-receipt)
* [Political Activity and Lobbying Policy - Interim](https://policy.arizona.edu/ethics-and-conduct/political-activity-and-lobbying-policy-interim)
* [Professional Conduct, University Handbook for Appointed Personnel](http://policy.arizona.edu/faculty-affairs-and-academics/professional-conduct)
* [University Staff Standards of Conduct Policy](https://policy.arizona.edu/employment-human-resources/university-staff-standards-conduct-policy)

Revision History