



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

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

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to establish the policy for the prohibition of the use of HSC facilities for private purpose.

REVIEW: This HSC OP will be reviewed by September 1 of every fourth year (E4Y) by the Vice President for Facilities and Safety Services, the Associate Vice President for Human Resources, and the Associate Vice President for Business Affairs, with recommendations for revisions forwarded to the Executive Vice President for Finance and Operations 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 TTUHSC facilities must not only support the mission of TTUHSC, 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 TTUHSC facilities, equipment, supplies, and services are to be used only for duly authorized TTUHSC purposes and activities that benefit or service the entire health professional community. Accordingly, the use of TTUHSC-owned resources or resources for which TTUHSC 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 TTUHSC personnel for personal purposes, is prohibited.
3. **Service of Personnel.** The use of TTUHSC 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 TTUHSC owns or is responsible for shall not be used for personal purposes. TTUHSC owned or controlled equipment should not be removed from the premises of TTUHSC. In the event a tagged item of equipment needs to be removed from TTUHSC property to an employee's personal residence or other like facility in order to accomplish work on TTUHSC business "at home," the approval of the property custodian must be obtained **prior** to removing the equipment from TTUHSC property by initiating a Removal/Status Change for Offsite Property in the [Property Inventory System](#). [Property Inventory Help](#) beginning at the bottom of page 12 – Remove/Change Status, through page 14 will assist with this process. Small untagged items such as dictating equipment, calculators, and other like property used in "at home" TTUHSC 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 TTUHSC 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. Stamps purchased with TTUHSC funds at the TTUHSC Post Office usually should be limited to requirements for a specific mailing. Sale of stamps on hand in a department to an individual for cash is strictly forbidden.
7. **Reimbursements.** Individuals required to reimburse TTUHSC for personal phone calls, copies or supplies will do so by depositing the cost of the service or material through the [Cash Receipts System](#). The cost of the services or materials will be credited to 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.