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Property Control System Manual (PCS)

Effective: 3/1/1984

Revised: 3/1/2010



PCS 214: Protecting Personally Owned Equipment

Purpose

To prevent loss of personally owned equipment at ASU

Source

Property Control

Policy

ASU accepts no responsibility for [personally owned equipment](#) lost or stolen at ASU.

Individuals who have personally owned equipment on campus should take the following precautions to avoid the possibility of its being mistaken for ASU equipment.

1. Mark the equipment for identification of ownership.
2. Provide the department head with a list of personally owned equipment being used for university purposes.

Should confusion arise, proof of ownership rests with the individual, not ASU.

Note:

The ASU Police Department marks personally owned equipment upon request.

Cross-References

For information on reporting lost, stolen, or found property, see:

1. The *Academic Affairs Policies and Procedures Manual*—[ACD 808](#), “Lost, Stolen, or Found Property” and
2. The *Student Services Manual*—[SSM 801-05](#), “Lost and Found Items.”

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