Moody College Off-Campus Equipment Policy

The University of Texas at Austin allows personal computers to be removed from campus for official University business, provided a log is kept by the owning department. For computer equipment belonging to Moody College of Communication unit codes, Faculty and Staff are required to fill out the Remo
val of Inventory from Campus Form. This form must be signed by a representative of the department and filed in the department/unit office with the Inventory Contact. It is recommended that a copy of this signed form be kept with the equipment in case Campus Police ask about its removal from campus.

Each item of equipment with an inventory number must be listed on this form. If you have received a new laptop, for example, you must fill out a new form for the new inventory number. It is the responsibility of each departmental Inventory Contact to maintain complete records of equipment located off campus. Inventory located at satellite buildings are not considered ‘off campus’. This policy does not apply to equipment checked out through the equipment checkout facilities in BMC, CMA and HSM, which have their own procedures and forms.