

ASI & SC Use of Office Space, Equipment and Supplies Policy

PURPOSE

The purpose of this policy is to insure appropriate use of equipment and supplies of the Associated Students Incorporated (ASI) and the University Student Center (SC), and the proper use of the office spaces within the Student Center building.

POLICY

The use of ASI and SC equipment and supplies is reserved for board members, officers, employees, and volunteers for business purposes. Office suites located within the Student Center are to be used for business purposes only, with any use for special events permitted on a case-by-case basis and with approval of the ASI & SC Executive Director.

This policy was voted on and approved by the:
ASI Board of Directors on May 7, 2024
SC Board of Directors on May 9, 2024

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

Adrian Sanchez
Adrian Sanchez (May 30, 2024 11:55 PDT)

Adrian Sanchez, ASI President

May 30, 2024

Date

Anahi Lopez
Anahi Lopez (May 30, 2024 13:04 PDT)

Anahi Lopez, SC Chair

May 30, 2024

Date

This policy may be amended by a two-thirds vote of the ASI & SC Board of Directors

Procedures

Office Space:

- 1.0 ASI and SC office space, to include the Programming Suite, Leadership Suite, Marketing Suite, and Service Desk are places of business serving the Campus Community. As such, 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 present for business purposes or are not affiliated with either the ASI or the SC are not permitted within the Office Suites after regular business hours, and not at all on Saturday or Sunday.
- 2.0 Unless volunteers are planning or working on an event, they may not use the office space.
- 3.0 ASI and SC Executive Officers, ASI Board of Directors, and SC Board Members must recognize the importance of maintaining a safe and secure work space.
- 4.0 All student staff, professional staff, and volunteers must recognize the importance of maintaining a safe and secure work space.

Office Equipment:

- 5.0 Only designated full-time and part-time staff, elected and appointed student officials, and designated volunteers may use office equipment. Office equipment includes (but is not necessarily limited to):
 - Computers
 - Printers
 - Copy machines
 - Fax machines
 - Poster printers
 - Telephones
 - Laptops

5.1 Checking Out Office Equipment:

Upon approval of the department manager or executive director, specific equipment may be checked out for use away from the office.

If approved, the employee must complete a property check-out form prior to removing the property/equipment from campus. (A copy of this form is attached to these procedures and incorporated herein).

The property check-out form will be retained by the SC Administrative Coordinator.

ASSOCIATED STUDENTS, INCORPORATED
UNIVERSITY STUDENT CENTER
CALIFORNIA STATE UNIVERSITY, STANISLAUS



CALIFORNIA STATE UNIVERSITY | STANISLAUS
ASSOCIATED STUDENTS, INC.
UNIVERSITY STUDENT CENTER
ONE UNIVERSITY CIRCLE, TURLOCK, CA 95382



Property Check-Out Form

Date of Check-Out: _____

Property/equipment checked out to: _____
Name Title

Description of property/equipment (incl. property and/or internal tag#):

Reason for property/equipment check-out:

Property to be returned by (date, if known): _____

I understand that I may be charged the full cost of property released to my care if I am found responsible for the loss (including theft due to negligence) or damage to the property being checked out.

Signature

Date

Check-Out Approved by: _____
Signature Date

Date Property Returned: _____

Signature of person receiving property:

Date