

PROCEDURE LIT.1.03.03  
HOME USE

**SCOPE:** Faculty and Staff

1. Any non-exempt employee wishing to take Lamar Institute of Technology property home to work on official business must receive permission in advance from his/her supervisor.
2. All employees taking property off campus must complete proper inventory forms for property tracking purposes.

**Related Policies:** LIT.1.03

**Relevant Forms/Documents:**

**Relevant TSUS Policies/Forms/Documents:**

**Relevant Statutes:** Texas Administrative Code, Title 34. *Public Finance*, Part 1. *Comptroller of Public Accounts*, Chapter 5. *Funds Management*, Subchapter O. *Uniform Statewide Accounting System*, Rule §5.200 *State Property Accounting System*

**Relevant SACSOC Standards:**

**Document History:**

*Adopted:*

*Reviewed:*

*Revised:* May 2025