

STANDARD ADMINISTRATIVE PROCEDURE

25.99.99.M0.05 Damage to University Property

Approved January 4, 1999

Revised July 13, 2009

Revised March 22, 2013

Revised December 11, 2014

Next Scheduled Review: December 11, 2019

SAP Statement/Reason for SAP

The responsibility for the care of all University property listed on departmental inventories lies with the department head and may not be delegated. It is the duty of the department head to see that all members of the department take every reasonable precaution to prevent loss or damage to University property while it is in use by themselves or by students under their direct supervision.

Official Procedure/ Responsibilities/ Process

1. WILLFUL DAMAGE BY STUDENT

- 1.1. In the event that a student willfully damages University property in the course of laboratory or classroom instruction, the student's name will be reported to the department head and to the Office of the Dean of Student Life. The department head will issue a work request, funded on a departmental account, to AggieWorks for the repair of the damage and seek reimbursement from the student for actual repair costs. The Offices of the Dean of Student Life will pursue disciplinary action against the student as appropriate.
- 1.2. Whenever damage to University property in the classroom or laboratory is discovered for which no individual student can be held liable, the cost of repair will be borne proportionately by all departments using the room in which the damage occurs.

2. WILLFUL DAMAGE BY EMPLOYEE

- 2.1. Any employee who willfully damages University property will be disciplined in accordance with University Rules.
 - 2.1.1. For Faculty System Policy 32.02: Discipline and Dismissal of Employees.

2.1.2. For Staff 32.02.02 and 32.02.02.M0.02: Discipline and Dismissal Procedures for Nonfaculty Employees.

3. All department heads are hereby instructed to emphasize to all members of their teaching and research staffs the importance of vigilance to prevent damage to University property by acts of willful destruction and to identify those responsible for such damage whenever it occurs in class under their supervision.
4. WILLFUL DAMAGE OF PROPERTY - TAMU at QATAR
 - 4.1. Any employee or student who willfully damages property in Qatar under the stewardship of Texas A&M University at Qatar may be subject to disciplinary action as appropriate, including restitution for repair/replacement costs.

Related Statutes, Policies, or Requirements

Additional information regarding damage to University Property can be accessed at: http://www.tamus.edu/assets/files/budgets-acct/pdf/Asset_Mgmt_Manual.pdf and at: http://fmo.tamu.edu/media/66204/procedures_manual.pdf.

Contact Office

Financial Management Operations

<http://finance.tamu.edu/fmo>

Contact Email:

property@tamu.edu