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Care and Use of University Property

You will be furnished the equipment necessary to perform your duties properly. This equipment must be maintained in proper working condition. Report malfunctioning equipment and breakage or loss to your supervisor immediately so that repair or replacement can be arranged with minimal delay. Normal wear and tear is to be expected and routine maintenance is provided by PSU. However, you are expected to assume responsibility for breakage or loss due to carelessness and negligence.

It is a violation of State of Kansas and PSU policy to use state-owned property either off or on campus for personal benefit. You must get approval from your supervisor if you must take state property off campus because of your work duties.

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Pittsburg State University