



## 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*

*Revised April 7, 2021*

*Next Scheduled Review: April 7, 2026*

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#### **SAP Statement/Reason for SAP**

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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.

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#### **Official Procedure/ Responsibilities/ Process**

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##### **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 the current work order system for the repair of the damage. The Offices of the Dean of Student Life will pursue disciplinary action against the student as appropriate. If the student is found responsible for violating the student rule, the department will seek reimbursement from the student for actual repair costs.

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.

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### **Related Statutes, Policies, or Requirements**

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Additional information regarding damage to University Property can be accessed at: [http://www.tamus.edu/assets/files/budgets-acct/pdf/Asset\\_Mgmt\\_Manual.pdf](http://www.tamus.edu/assets/files/budgets-acct/pdf/Asset_Mgmt_Manual.pdf) and at: [http://fmo.tamu.edu/media/66204/procedures\\_manual.pdf](http://fmo.tamu.edu/media/66204/procedures_manual.pdf).

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### **Contact Office**

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Financial Management Operations  
<http://finance.tamu.edu/fmo>

Contact Email: [property@tamu.edu](mailto:property@tamu.edu)