



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: State Property	AUTHORIZED BY:
POLICY : C-6	PAGE: 1 of 1
ISSUED: January 12, 1987	REVISED:

General Statement

With regard to state property, an Office of Administration employee is required:

- A. to exercise care and prudence in its use and to be responsible for the property entrusted to him/her;
- B. to report any theft or property destruction;
- C. upon termination of employment, deliver to the immediate supervisor any OA credentials, keys, credit cards and/or other property of the Office of Administration in the employee's possession.