

**SOUTH CAROLINA STATE UNIVERSITY  
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Employee Relations	Section: VII
	Subject: C.5
SUBJECT: Use of Equipment, Supplies and State Records	Effective: 01/01/06
	Revised: 12/01/05

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**USE OF EQUIPMENT, SUPPLIES AND STATE RECORDS**

Equipment, supplies, state records and similar resources belonging to South Carolina State University are to be used solely for conducting official University business. It is the responsibility of each employee to ensure that all University property is not abused, misused, or removed from the premises to which it has been assigned. Any employee who violates this policy will be subject to disciplinary action.