



UNIVERSITY OF NORTH CAROLINA WILMINGTON  
JANUARY 13, 2016

## MEMORANDUM

TO: All Faculty and Staff

FROM: Rosalynn Martin, Ed.D  
Associate Vice Chancellor for Human Resources

SUBJECT: Reporting Misuse of State Property

**[Please print and post this for individuals in your unit who do not have regular access to e-mail]**

North Carolina General Statute § 114-15.1 requires each agency (including universities) to report misuse of state property. Misuse of state property must be reported pursuant to N.C.G.S. § 114-15.1. If misuse of state property is suspected or known, please follow University policy 02.300, *Reporting and Investigating Misuse or Theft of University Property*, to report the issue to UNCW Police or Internal Audit. Allegations will be investigated and/or forwarded to the State Bureau of Investigation as appropriate. The policy is located on the web at:

[Reporting and investigating misuse or theft of university property 02.300](#)

Please note the policy provides that “Employees who, in good faith, report suspected criminal activity to an appropriate management of the university are protected against retaliation by the university for making such a report.” If an employee wishes to make an anonymous complaint, he or she may do so in one of three ways: through the State Auditor’s hotline (1-800-730-TIPS), through the UNCW Police hotline (962-TIPS), or by visiting the Fraud and Abuse Reporting link on the Internal Audit Department’s website: [www.uncw.edu/ia](http://www.uncw.edu/ia)

Below is a summary of selected rules and regulations that govern the use of state property.

### SUMMARY OF SELECTED LAWS AND POLICIES ON FREQUENTLY USED STATE PROPERTY

The use of state property for personal gain and the misuse of state property are violations of NC criminal laws and may result in disciplinary action or dismissal from university employment or suspension from student status. **State property includes, but is not limited to, vehicles, telephones, computers, copiers, fax machines, tools, music, film and art equipment, athletic and exercise equipment, research equipment, office supplies and purchasing cards.** N.C.G.S. §14-91 makes it a felony for a State employee who has been entrusted with State property to knowingly or willfully embezzle, convert, or misapply that property or otherwise abuse the trust.

Any university employee who has information about the misuse of State property or knows of an individual using State property in a way that jeopardizes human life must report as soon as possible, but not later than three days, to his or her supervisor or next in line supervisor. Each department is required to report any suspected misuse of state property promptly to the UNCW Police Department or Internal Audit. The following summary regarding frequently used equipment is provided for informational purposes. If you have any questions about your responsibilities or about the appropriate use of State property not listed below, please contact your supervisor, director, department chair, dean or vice chancellor.

### Computers:

The use of computers is governed by the university's policy on Responsible Use of Electronic Resources. Limited, incidental personal use is allowed provided all conditions are satisfied under the policy. See: [Responsible use of electronic resources 07.100](#)

### Telephones and Fax Machines:

Telephones and fax machines are for university business. Occasional personal, local telephone calls are permitted. Long distance telephone and fax charges that result in a toll to the university are not permitted. Charging personal long distance telephone calls to the university is considered misuse of state property.

### Credit Cards (e.g. Purchasing Cards):

Under no circumstances may university credit cards be used for personal use.

[Purchasing card program 05.160](#)

### State Vehicles:

Under N.C.G.S. §14-247, it is unlawful to use a state-owned vehicle for private purposes. The State Motor Pool regulations govern the use of state vehicles and can be found at <http://www.ncmotorfleet.com/>. UNCW policy on Operation of State Owned Vehicles can be found at [Operation of state-owned vehicles policy 05.350](#)

### Use of State Property Off-Campus, Including Home:

Departments are required to maintain a current record of any temporary relocation whenever equipment is removed from the custody of the department or the employees to which the equipment is normally assigned, regardless of whether the equipment meets the fixed asset definition. Departments should use a check out form to document location of equipment. Equipment may be taken off premises if (1) use will not interfere with the operational needs of the college/department; (2) the appropriate dean/director/department chair gives written approval for such use; and (3) the equipment is used only for university purposes.

[University equipment 05.164](#)

### University Mail Services:

The U.S. Postal Service regulations permit the university to have an internal mail system for business purposes which is postage free under its "letters-of-the-carrier" exception. 39 C.F.R. Part 310. Employees must not use it for their private purposes or for their private businesses. People who send non-university related materials postage free through the internal system may be fined, imprisoned or both and forced to pay postage. "Private use" includes sending such materials as chain letters, political notices, advertisements, and all other materials not related to the conduct of university business. [Department mail 05.334](#)