

## 33.04 Use of System Resources



Approved February 27, 1995 (MO 44-95)  
Revised September 23, 1999 (MO 226-1999)  
Revised December 1, 2006 (MO 306-2006)  
Revised September 26, 2008 (MO 330-2008)  
Next Scheduled Review: June 10, 2013

---

### Policy Statement

---

This policy provides guidance concerning the proper use of resources of The Texas A&M University System (system).

---

### Reason for Policy

---

Improper use of system resources could lead to increased costs and risks to the system, particularly from operational, regulatory, and reputational standpoints. Proper utilization of system resources ensures organizational risks and costs are properly managed.

---

### Procedures and Responsibilities

---

#### 1. GENERAL

System resources may not be used for personal purposes except for incidental use in accordance with this policy. The incidental use of system resources for personal purposes must not:

- (a) result in additional expense to the system;
- (b) impede normal business functions;
- (c) be for non-approved private commercial purposes;
- (d) be used for illegal activity;
- (e) be used to intentionally access, create, store, or transmit obscene materials; or
- (f) be used to compete unfairly with private sector entities or private consultants.

Further case-specific guidance is provided below.

## 2. TELEPHONES AND OTHER INFORMATION RESOURCES EQUIPMENT

Incidental personal use of system computers (including, but not limited to the internet and electronic mail), telephones, facsimile machines, and other means of communication must meet the requirements of Section 1 of this policy and must not unduly interfere with a system employee's assigned responsibilities or the normal functioning of an office. The use of system telecommunication, email, and internet services for any illegal activity or to intentionally access, create, store or transmit obscene materials, as defined in Texas Penal Code Section 43.21 (other than in the course of academic research), is strictly prohibited regardless of whether or not it results in an additional charge to the state.

## 3. SYSTEM VEHICLES

No system employee shall use any vehicle owned by the system for any purpose other than official business of the system. Employees may not use such vehicles in connection with any political campaign or for any personal or recreational activity including transportation to and from work on a daily basis; however, a vehicle may be driven to an employee's home and retained overnight on specific occasions when doing so allows the employee to effect significant time or cost savings or meet a specific out-of-town appointment to conduct system business.

## 4. CREDITS CARDS, PROCUREMENT CARDS, PETTY CASH, WORKING FUNDS, AND CENTRALLY-BILLED ACCOUNTS

No system employee shall use system credit cards, procurement cards, petty cash, working funds, or centrally-billed accounts for any purpose other than official business of the system. Employees may not use such accounts in connection with any political campaign or for any personal activity. An employee may use a state credit card to charge for items that, while they qualify as official business, are not fully reimbursable under state and/or system guidelines for reimbursement. An example would be a state hotel rate that exceeds the state rate. While such an expenditure may not be fully-reimbursable, charging the full amount to a credit card or procurement card would be appropriate, even if the system will not reimburse the entire expenditure, so long as the expenditure is a valid business expenditure.

## 5. OTHER SYSTEM RESOURCES

No system employee shall entrust state property or resources to any state official or employee or to anyone else to be used for other than state purposes. System employees shall not use system equipment, property, or resources for their own benefit unless:

- (a) it also benefits the system and has been approved by the chancellor or designee(s) in advance and suitable arrangements have been made in advance for payment of the agreed upon value for use of such property or resources; or
- (b) the property or resource consists of books from the library, recreational facilities and other such items of well-established usage that are authorized for such use by the chief executive officer of the system member concerned.

---

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

---

[Texas Ethics Commission Advisory Opinion No. 134 \(1993\)](#)

[Texas Ethics Commission Advisory Opinion No. 372 \(1997\)](#)

[Texas Penal Code § 39.02](#)

[Texas Penal Code § 43.21](#)

[System Regulation 33.04.01, Use of System Resources for External Employment](#)

[System Regulation 25.99.08, Use of Telecommunication Service](#)

---

## **Definitions**

---

Incidental – minimal in scope, for example, time periods comparable to reasonable coffee breaks during the day.

System resource – an item or tool provided by the system for purposes of satisfying normal business activities, including but not limited to internet access, e-mail addresses, facsimiles, telephone and personal computing services, procurement and credit cards, and all other organizational assets, including cash.

---

## **Contact Office**

---

Office of the Chief Business Officer  
(979) 458-6100