



Standard Administrative Procedure (SAP)

33.04.01.L0.01 Use of TAMIU Resources for External Employment

First Approved: April 24, 2014 *(formerly TAMIU Rule 33.04.01.L1)*
Revised: March 21, 2019
June 24, 2024
Next Scheduled Review: June 24, 2029

Procedure Statement and Reason for Procedure

Texas A&M International University (TAMIU) resources should be used for TAMIU business and not for personal purposes or private commercial gain. Proper utilization of TAMIU resources ensures that organizational risks and costs are properly managed -- while improper use could lead to increased costs and risks to TAMIU.

The purpose of this SAP is to establish guidelines for the use of TAMIU resources and to address personal use of TAMIU resources that results in additional cost to TAMIU.

Procedures and Responsibilities

1. INCIDENTAL USE OF TAMIU RESOURCES
 - 1.1 The use of TAMIU resources for private commercial purposes, including external employment and faculty consulting, is not permissible.
 - 1.2 TAMIU will permit the incidental use of TAMIU resources for personal purposes as described in [System Regulation 33.04.01, Use of System Resources for External Employment](#), Section 1.2.
 - 1.3 TAMIU employees with questions about the use of TAMIU resources for non-TAMIU purposes should contact their supervisor.

2. PERSONAL USE OF TAMIU RESOURCES THAT RESULTS IN ADDITIONAL COST TO TAMIU
 - 2.1 In the event an employee’s personal use of a TAMIU resource results in an additional cost to TAMIU, the employee shall contact his/her immediate supervisor and take the necessary steps to ensure that TAMIU is reimbursed for all costs.
 - 2.2 The supervisor of the employee who incurred the additional cost shall contact the TAMIU Comptroller to confirm the amount that is owed to TAMIU and the employee shall deposit that amount with the Bursar’s Office.
-

Related Statutes, Policies, Regulations, or Rules

[System Policy 31.05, External Employment and Expert Witness](#)
[System Regulation 31.05.01, Faculty Consulting and External Professional Employment](#)
[System Regulation 31.05.02, External Employment](#)
[System Policy 33.04, Use of System Resources](#)
[System Regulation 33.04.01, Use of System Resources for External Employment](#)

Contact Office

Office of the Comptroller, 956-326-2433