



Administrative Procedure

Number:	507
Effective	4/15/02
Supercedes:	9/6/83
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Subject: PROPERTY CONTROL

1.0. PURPOSE:

To establish the policy and procedures governing the accountability, control, inventory, movement, and other responsibilities for University property.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, including auxiliary organizations.

3.0. REFERENCES:

- 3.1. State Administrative Manual (SAM), Section 8600.
- 3.2. Administrative Procedure 509, Property Survey.
- 3.3. Administrative Procedure 013, Gifts, Donations, and Solicitations.

4.0. POLICY:

- 4.1. It is University policy that property owned by the University is protected from damage, misuse and theft.
- 4.2. Department Heads will designate individuals to be responsible for University property. Designations are to be documented on the Notification of Property Control Designee form and will include: the individual's name, area of responsibility and effective date. A record of the designations will be maintained by the Property Management Office. (See Appendix 8.1.)
- 4.3. All transfers of State tagged property between divisions must be processed on a Property Movement form with appropriate signatures releasing and accepting the item (See Appendix 8.2.). Transfers within divisions can be made by Division Property Contacts online.
- 4.4. Department Heads are responsible for all State property items assigned to their department(s). Responsibilities include support and compliance with the policies and procedures outlined in this procedure as well as those referenced in section 3.0.

Approved:

Date:

- 4.5. Any State property not reconciled in physical inventories must be approved by the appropriate vice president before the property and accounting records are adjusted.
- 4.6. University property may not be removed from the campus except for official use. Approval must be in writing and recorded on a Property Loan Agreement form. (See Appendix 8.3.)
- 4.7. The Property Management Office will tag all capital and non-capital property and maintain a record of the assets in the property database.
- 4.8. The Property Management Office has custodial responsibility of the property records and provides property related reports and listings to departments.
- 4.9. The departments are the custodians of the property and must maintain records on location, condition and disposition.
- 4.10. Formal physical inventories of capital and non-capital equipment must be completed at least once every three (3) years.
- 4.11. All property maintained in the property database is subject to an unannounced physical audit at any time.
- 4.12. Departments may not sell, trade-in, donate or transfer State-owned property to off-campus agencies without the approval of the Property Management Office.
- 4.13. Faculty and staff employees who keep privately owned property at the University should label those items to indicate personal ownership. Unless there is a written agreement approved by the appropriate department chair or senior administrator, privately owned property is utilized at the owner's risk.
- 4.14. Departments will conduct an annual review of property to identify and survey items that are obsolete, surplus, or cannot be repaired.
- 4.15. Property donated to the University will be tagged and accounted for in the same manner as equipment purchased or transferred from other agencies including contracts and grants and UAS donations.

5.0. DEFINITIONS:

- 5.1. Property--Generally, property refers to all assets used in State governmental operations. Property includes land, buildings, improvements, machinery, furniture, tools, computers and intangibles such as patents, copyrights and computer software. For purposes of this procedure, property refers to equipment, software and other intangibles.
- 5.2. Department Property Control Designee--Supervisory level employee designated by the department head to maintain equipment records and coordinate the overall inventory control and survey processes.
- 5.3. Division Property Contact--Employee designated at the college or division level to coordinate and manage property matters including physical inventories, transfers and disposals.
- 5.4. Equipment--State-owned assets with the following characteristics:
 - 5.4.1. A normal useful life, including extended life due to repairs, of one year or more.
 - 5.4.2. An identity which does not change with use, i.e., not consumed by use or converted by fabrication into some other form of property, (e.g., internal components of a computer system, etc.).
 - 5.4.3. An acquisition cost of \$500.00 or more.
- 5.5. Capitalize--To record an asset in the accounting records as property and to maintain this accountability until disposition of the asset occurs.
- 5.6. Capital Equipment--Equipment items with an acquisition value of \$5,000 or more.
- 5.7. Non-capital Equipment--Equipment items with an acquisition cost of less than \$5000. These items are also referred to as controlled items.
- 5.8. State Tag--The bar code label affixed to University property.
- 5.9. Intangible Assets--Assets which lack physical substance but give valuable rights to the owner, for example, patents, copyrights, and electronic data processing software.
- 5.10. Survey--Process by which property is reviewed for condition and utility to determine whether or not the item should be removed from the department inventory. (See Administrative Procedure 509, Property Survey)

6.0. RESPONSIBILITIES:

6.1. Department Property Control Designee will:

- 6.1.1. Ensure control and security of all State-owned property.
- 6.1.2. Ensure that separating employees return all State-owned property.
- 6.1.3. Maintain department property records.
- 6.1.4. Conduct or authorize individuals to conduct physical inventories of department property.
- 6.1.5. Respond to requests for information from the Property Management Office or auditors.
- 6.1.6. Annually determine the condition of department property and recommend items to be surveyed.
- 6.1.7. Ensure, through supervision and training, that property is properly maintained and used by employees, students and visitors.
- 6.1.8. Promptly report to department administrators any misuse, vandalism, or theft of department property, and any property that requires repairs, or creates a hazardous working condition.
- 6.1.9. Notify Department Head and University Police in the event of a theft.
- 6.1.10. Maintain a current file of signed Property Loan Agreement forms for all department property temporarily removed from the campus for approved official use.
- 6.1.11. Make building and room number changes to the online property database when items are moved from one location to another.

6.2. Department Heads will:

- 6.2.1. Be responsible for all State property in the department as shown on inventory lists and verified by physical inventory and/or audits.
- 6.2.2. Designate a Department Property Control Designee and ensure that he/she has the appropriate authority to initiate inventory control procedures.

- 6.2.3. Inform all employees in the department that property accountability remains with the department until the Property Management Office's inventory records reflect a change.
 - 6.2.4. Approve the release of State tagged items from the control and responsibility of the department.
 - 6.2.5. Receive transferred property only with accompanying Property Movement form.
 - 6.2.6. Upon receipt of State property, submit approved Property Movement form(s) to the Property Management Office.
 - 6.2.7. Approve room-to-room movement of each State tagged item within the same department.
 - 6.2.8. Ensure that the Proposed Acceptance of Gifts in Kind forms (See Appendix 8.4.) are completed and submitted to Institutional Advancement for approval, according to Administrative Procedure 013, prior to accepting donated property.
- 6.3. College Deans and Senior Administrators will:
- 6.3.1. Review equipment records for items not reconciled during the physical inventory.
- 6.4. The Property Management Office will:
- 6.4.1. Provide direction to all departments on property movement and control.
 - 6.4.2. Conduct physical inventories of capital equipment.
 - 6.4.3. Update property records based upon information provided by departments.
 - 6.4.4. Distribute electronic copies of the updated inventory lists to departments.
- 6.5. Division Property Contacts will:
- 6.5.1 In coordination with the Property Management Office, coordinate the division physical inventory process.

6.5.2. Make online equipment transfers and location changes between departments and/or schools within their college or division.

6.6. Institutional Advancement will:

6.6.1. Review and recommend approval or disapproval of proposed gifts to the University.

6.6.2. Upon approval of gifts in kind to the University, forward a copy of approved Proposed Acceptance of Gifts in Kind form to the recipient department and the Property Management Office.

7.0. PROCEDURES:

7.1. Department Property Control Designee will:

7.1.1. Conduct or authorize individuals to conduct physical inventories of non-capitalized department property.

7.1.2. Assist the Property Management Office with the physical inventory of capitalized departmental property.

7.1.3. Make online location changes when departmental property is moved from one location to another.

7.1.4. Advise the Division Property Contacts when property is to be transferred between departments within the same vice presidential division.

7.1.5. Initiate a Property Movement form when property is to be transferred to another vice presidential division.

7.1.6. At least annually, review, identify and survey obsolete and surplus property, and property that cannot be repaired.

7.2. The Receiving Department will:

7.2.1. Ensure that the Property Movement form is correct and complete, and have the Department Head indicate receipt of property by signing the department head approval block.

7.2.2. Send the Property Movement form to the Property Management Office via campus mail.

- 7.3. The Property Management Office will:
 - 7.3.1. Tag and capitalize all property items meeting the capital asset criteria.
 - 7.3.2. Tag non-capital property for control and reporting purposes.
 - 7.3.3. Tag and capitalize intangible assets with a dollar value of \$5,000 or more, and have a useful life of at least one year.
 - 7.3.4. Establish and maintain a Campus Inventory Schedule.
 - 7.3.5. Notify departments in writing when physical inventories are scheduled.
 - 7.3.6. Make corrections and adjustments to the property database.
 - 7.3.7. Prepare the Final Inventory Report for the college or administrative division.
 - 7.3.8. Update the Property Records based on completed Property Movement forms, and contact the sending or receiving Department Property Control Designee if information provided needs further clarification.
 - 7.3.9. Distribute copies of the Property Movement form to initiating and receiving offices.
 - 7.3.10. Provide electronic Property Listings to Department Property Control Designees or Department Heads to be used to verify that information concerning property is accurate and current.
- 7.4. Vice Presidents will:
 - 7.4.1. Review and approve inventory adjustments for their areas when items are not found during the physical inventory.
- 8.0. APPENDICES:
 - 8.1. Notification of Property Control Designee form.
 - 8.2. Property Movement form.
 - 8.3. Property Loan Agreement form.
 - 8.4. Proposed Acceptance of Gifts in Kind form.



California State University, Los Angeles

DEPARTMENT OF PUBLIC SAFETY

Office of the Manager of Materials Management

TO: Property Management Office

DATE:

FROM:

COPIES TO:

SUBJECT: NOTIFICATION OF PROPERTY CONTROL DESIGNEE

In accordance with Administrative Procedure 507 and the State Administrative Manual, Section 8600, the person named below is hereby appointed as the Property Control Designee:

Name:	
Position title:	
Department:	
Reporting Unit(s):	
Building & Room No.:	
Extension:	
Effective date:	