

SUBJECT: Property Control

1 Authority

2 State statutes and University regulations require that University property for facilities be properly
3 accounted for and managed in compliance with these statutes and regulations.
4

5 Definition

6 Movable property and/or equipment consists of items of a non-expendable nature costing
7 \$1,000 or more. These items should have a University inventory number attached to them.
8

9 Property Custodians

10 The Vice Chancellor for Business Affairs is property control manager for the entire University
11 community. All administrators and/or budgetary unit heads are designated as property control
12 supervisors for their respective departments.
13

14 Use of University Property and/or Equipment

15 University property and/or equipment and facilities are to be used only in the performance of
16 University duties and should not be removed from the building or the grounds of the University,
17 exchanged, loaned, or borrowed. In the event university property and/or equipment must be
18 removed from the campus, the attached form (Request for Approval to Remove University
19 Equipment (Property) from the Campus) must be completed and approved prior to the removal
20 of the item from the campus. The form can also be accessed online at
21 <http://www.lsu.edu/faculty-staff/index.php> under Business Affairs by clicking on Off-Campus
22 Storage Form.
23

24 Identification and Tagging

25 All actions with respect to physical property control must be processed through the Office of
26 Business Affairs. In general, the Office of Business Affairs staff will be responsible for affixing an
27 LSU property tag on equipment after items are delivered to a final location. Departments are
28 required to assist Business Affairs staff by providing access to equipment and helping with
29 technical identification. A tag will be placed on the front of the equipment near the
30 manufacture's nameplate or logo or somewhere near the front in a position for easy scanning or
31 sighting. Additional identifying information such as serial or model numbers will be recorded or
32 verified at this time. Departments are responsible for notifying the Office of Business Affairs of
33 any equipment under their control that does not have an LSU inventory tag if equipment is
34 valued at \$1,000 or more.
35

36 Utilization of Equipment

37 It is the responsibility of each department to provide proper and adequate care, maintenance
38 and security for all equipment under its control in order to maximize useful lifespan and
39 minimize loss from acts of theft.
40

SUBJECT: Property Control

41 If repairs to property or equipment are required, they should be completed expeditiously in order
42 to maintain the property in good working condition. However, sound judgment should be used
43 to determine whether the value of property warrants the cost of repairs.

44
45 When property or equipment is temporarily idle but required for authorized future use, it must be
46 stored in accordance with good housekeeping practice and with adequate protection from
47 corrosion, contamination, and damage to sensitive parts.

48
49 Every effort should be made to properly utilize equipment. The practice of hoarding unused
50 equipment is contrary to University Policy. If equipment is no longer of use to a department, it
51 must be transferred in accordance with this policy. If equipment becomes obsolete, it must be
52 disposed of through the Office of Business Affairs.

53
54 Disposition of Equipment

55 Property items/equipment, tagged or untagged, may be disposed of, transferred, scrapped, or
56 dismantled for parts only after prior approval has been attained from the State Division of
57 Administration/Louisiana Property Assistance Agency (LPAA) through the Office of Business
58 Affairs. Large items such as tractors will be required to have pictures submitted to Business
59 Affairs with the possibility of being physically viewed by Louisiana Property Assistance Agency
60 auditors before dismantle/scrapped. The attached form (LSU Eunice Inventory Transferred to
61 LPAA or Scrapped) should be completed and submitted to the Office of Business Affairs to
62 dispose of equipment. The form can also be accessed online at [http://www.lsue.edu/faculty-
63 staff/index.php](http://www.lsue.edu/faculty-staff/index.php) under Business Affairs by clicking on Inventory Transferred or Scrapped.

64
65 Transfer to other University Department – The Office of Business Affairs must be notified in
66 writing of equipment transfers between University departments. It is the responsibility of the
67 department transferring the equipment to notify the Office of Business Affairs in order for
68 inventory record adjustments to be made.

69
70 Transfer to State Surplus Property Agency – When departments are willing to transfer their
71 surplus inventory to LPAA, prior approval must be given through LPAA. An active request
72 must be forwarded to the Office of Business Affairs for prior approval from LPAA. Once
73 approval is given by LPAA, the Office of Business Affairs will arrange for the pickup of the
74 item(s) from the department to transfer the equipment directly to LPAA Surplus Warehouse.

75
76 Transfer to Other State Agencies – Prior approval must be given by LPAA to transfer items
77 to other State Agencies. A written request which lists the State Agency, contact person, and
78 telephone number must be forwarded to the Office of Business Affairs for prior approval
79 from LPAA.

80

SUBJECT: Property Control

81 Transfer to Non-Louisiana State Institution – The Office of Business Affairs must be notified
82 in writing if equipment is to be transferred to non-Louisiana State institutions/agencies. It is
83 the responsibility of the department to provide information on the items requested to be
84 transferred.

85
86 Dismantle for Parts – An action request for permission to dismantle for parts must be sent to
87 the Office of Business Affairs prior to any action being taken. The Office of Business Affairs
88 will forward request to LPAA for approval. If approved, the Office of Business Affairs will
89 submit to department document indicating approval. Dismantling equipment prior to
90 approval will place equipment on suspense.

91
92 Scrap – An action request for scrap approval must be sent to the Office of Business Affairs
93 prior to any action being taken. The Office of Business Affairs will forward request to LPAA
94 for approval. If approved, the Office of Business Affairs will submit to the department
95 documentation indicating approval with recommendation to scrap item(s). Scrapping
96 equipment prior to approval will place equipment on suspense.

97
98 Stolen/Missing Inventory Property – If a department determines that an item on their
99 inventory has been stolen from campus, it must be reported to the LSU Eunice Campus
100 Security Office. LSU Eunice Campus Security will provide a copy of the Officer's Incident
101 Report and give a copy to the Office of Business Affairs who will then send a copy to the
102 District Attorney's Office. The Vice Chancellor for Business Affairs will determine whether
103 the stolen item is material enough (over \$1000) to contact the Office of Risk Management.
104 If so, the paperwork will be filed. Once the Office of Business Affairs receives written
105 notification, copies will be forwarded to the Legislative Auditors. Theft/loss involving
106 computing resources shall be reported immediately by the department to the Office of
107 Information Technology. It should be noted equipment suspected of being stolen cannot be
108 routinely removed from departmental inventories and must be placed on a department's
109 inventory discrepancy list.

110
111 Annual Physical Inventory of Equipment

112 State statutes require an annual inventory of moveable property and/or equipment be taken by
113 each department. The university's inventory is generally conducted between the months of
114 February and May, inclusive of equipment acquired through December 31 of the previous year.
115 The Office of Business Affairs will notify each department by letter and furnish necessary
116 equipment lists and procedure guidelines for departmental use. Each department is responsible
117 for conducting its own inventory and must be taken in a thorough and diligent manner with
118 proper time allotted and adequate and knowledgeable personnel assigned. Departments with
119 significant amounts of technical, scientific and/or laboratory equipment should make every effort
120 to assign staff capable of identifying equipment. Use of students is often inappropriate and

SUBJECT: Property Control

121 should be closely monitored. Procedures must be in accordance with the guidelines established
122 in the Instructions for Updating the Departmental Inventory List which are included in each
123 inventory packet issued to departments. Departments are strongly advised to keep a photocopy
124 of each year's inventory for their records and for use as a submittal backup in the event the
125 original is misplaced.

126
127 Pursuant to State Property Regulations, all items that departments are unable to locate during
128 an inventory must be carried in a suspense file (discrepancy list) maintained by the Office of
129 Business Affairs for a minimum period of three years before any action to remove them from the
130 inventory can be initiated, unless authorized otherwise by the Property Control Manager.
131 Discrepancy lists are subject to detailed audit by Internal Auditors and by the Legislative
132 Auditor's Office.

133
134 Changes/Updates in University Equipment Records Inventory (ERI) – The Property Control
135 Manager or authorized staff in the Office of Business Affairs will execute the approved addition,
136 deletion, transfer, or specific changes in the equipment records of the University. Other
137 updated, such as location changes and comments, will be made by the department as soon as
138 changes occur.

139

140

141 SOURCE: LAC 34: VII.307

Request for Approval to Remove University
Equipment (Property) from the Campus

I, _____, request authority
(Name of Individual)

to remove the following University equipment (property) from the campus:

Type of Equipment (Property) _____

Tag No. _____ Serial No. (if available) _____

Place (location) transporting to: _____

Date equipment (property) to leave campus: _____

Date equipment (property) to be returned: _____

Reason for requesting removal of equipment (property) from
campus: _____

Signed _____ Date _____

APPROVED: _____
(Department Head)

(Vice Chancellor)

(Vice Chancellor for Business Affairs)

cc: Departmental Property Control Supervisor

Return of equipment verified by Office of Business Affairs:

Signature _____ Date _____

cc: Departmental Property Control Supervisor

4/22/96

