



**POLICY STATEMENT 31  
PROPERTY CONTROL**

**POLICY DIGEST**

**Primary Monitoring Unit: Business Affairs**  
**Initially Issued: June 4, 2010**  
**Last Revised: July 1, 2017 (format updated March 19, 2022)**

**I. AUTHORITY**

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

**II. DEFINITION**

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

**III. PROPERTY CUSTODIANS**

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

**IV. USE OF UNIVERSITY PROPERTY AND/OR EQUIPMENT**

University property and/or equipment and facilities are to be used only in the performance of University duties and should not be removed from the building or the grounds of the University, exchanged, loaned, or borrowed. In the event university property and/or equipment must be removed from the campus, the attached form (Request for Approval to Remove University Equipment (Property) from the Campus) must be completed and approved prior to the removal of the item from the campus. The form can also be accessed online on the Business Affairs by clicking on [Off-Campus Storage Form](#).

**V. IDENTIFICATION AND TAGGING**

All actions with respect to physical property control must be processed through the Office of Business Affairs. In general, the Office of Business Affairs staff will be responsible for affixing an LSU property tag on equipment after items are delivered to a final location. Departments are required to assist Business Affairs staff by providing access to equipment and helping with technical identification. A tag will be placed on the front of the equipment near the manufacturer's nameplate or logo or somewhere near the front in a position for easy scanning or sighting. Additional identifying information such as serial or model numbers will be recorded or verified at this time. Departments are responsible for notifying the Office of Business Affairs of any

39 equipment under their control that does not have an LSU inventory tag if equipment is valued at  
40 \$1,000 or more.

## 41 **VI. UTILIZATION OF EQUIPMENT**

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

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

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

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

## 55 **VII. DISPOSITION OF EQUIPMENT**

56 Property items/equipment, tagged or untagged, may be disposed of, transferred, scrapped, or  
57 dismantled for parts only after prior approval has been attained from the State Division of  
58 Administration/Louisiana Property Assistance Agency (LPAA) through the Office of Business  
59 Affairs. Large items such as tractors will be required to have pictures submitted to Business  
60 Affairs with the possibility of being physically viewed by Louisiana Property Assistance Agency  
61 auditors before dismantle/scrapped. The attached forms are available on the University Website  
62 – [Request for Off-Campus/Home Storage of Equipment](#) and the [Asset Action Request Form](#).

63 Carl D. Perkins Equipment/Non-consumable Supplies - Per Edgar regulation 200.313 and the  
64 CTE Act of 2006, Carl D. Perkins equipment and non-consumable supplies which are no longer  
65 needed for the original program or project may be used in other activities supported by the  
66 Federal awarding agency, in the following order of priority:

67 A. Activities under a Federal award from the Federal awarding agency which funded the  
68 original program or project, then

69 B. Activities under the Federal awards from other Federal awarding agencies. This included  
70 consolidated equipment for information technology systems.

71 Recipient should determine if another Perkins recipient in the local area (either secondary or  
72 post-secondary) and then statewide (post-secondary) has a need for the equipment prior to  
73 disposal or surplus. ((A.) above)

74 If the Perkins recipient does not need the equipment, then determine if another program  
75 receiving other federal award needs the equipment. ((B.) above)

76 If the recipient gets a response that another program or institution would be able to use the

77 property, the Property Manager must enter the LPAA asset management system and request  
78 the transfer of property. LPAA will approve or disapprove the request. If the request is approved,  
79 the item can be transferred by the most reasonable method. Once received by the new  
80 recipient, the Recipient's property manager should follow the procedures set out above. If  
81 denied, the original recipient must keep the property on their inventory.

82 If the property can no longer be used, or a transfer has been denied, the property may be  
83 disposed of or scrapped for parts. Whether the item is to be disposed of or dismantled, the  
84 Controller or Property Manager must enter LPAA's asset management system and submit a  
85 request. Once LPAA approves the request, the property may be scrapped for parts or disposed  
86 of.

87 Whether the property is transferred, dismantled for parts, or disposed of, the outcome must be  
88 entered in LCTCS's or the Recipient's inventory system and the state's asset management  
89 system.

90 Transfer to other University Department – The Office of Business Affairs must be notified in  
91 writing of equipment transfers between University departments. It is the responsibility of the  
92 department transferring the equipment to notify the Office of Business Affairs in order for  
93 inventory record adjustments to be made.

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

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

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

106 Dismantle for Parts – An action request for permission to dismantle for parts must be sent to the  
107 Office of Business Affairs prior to any action being taken. The Office of Business Affairs will  
108 forward request to LPAA for approval. If approved, the Office of Business Affairs will submit to  
109 department document indicating approval. Dismantling equipment prior to approval will place  
110 equipment on suspense.

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

116 Stolen/Missing Inventory Property – If a department determines that an item on their inventory  
117 has been stolen from campus, it must be reported to the LSU Eunice Campus Security Office.  
118 LSU Eunice Campus Security will provide a copy of the Officer's Incident Report and give a

119 copy to the Office of Business Affairs who will then send a copy to the District Attorney's Office.  
120 The Vice Chancellor of Business Affairs will determine whether the stolen item is material  
121 enough (over \$1000) to contact the Office of Risk Management. If so, the paperwork will be  
122 filed. Once the Office of Business Affairs receives written notification, copies will be forwarded  
123 to the Legislative Auditors. Theft/loss involving computing resources shall be reported  
124 immediately by the department to the Office of Information Technology. It should be noted  
125 equipment suspected of being stolen cannot be routinely removed from departmental  
126 inventories and must be placed on a department's inventory discrepancy list.

## 127 **VIII. ANNUAL PHYSICAL INVENTORY OF EQUIPMENT**

128 State statutes require an annual inventory of moveable property and/or equipment be taken by  
129 each department. The university's inventory is generally conducted between the months of  
130 February and May, inclusive of equipment acquired through December 31 of the previous year.  
131 The Office of Business Affairs will notify each department by letter and furnish necessary  
132 equipment lists and procedure guidelines for departmental use. Each department is responsible  
133 for conducting its own inventory and must be taken in a thorough and diligent manner with  
134 proper time allotted and adequate and knowledgeable personnel assigned. Departments with  
135 significant amounts of technical, scientific and/or laboratory equipment should make every effort  
136 to assign staff capable of identifying equipment. Use of students is often inappropriate and  
137 should be closely monitored. Procedures must be in accordance with the guidelines established  
138 in the Instructions for Updating the Departmental Inventory List which are included in each  
139 inventory packet issued to departments. Departments are strongly advised to keep a photocopy  
140 of each year's inventory for their records and for use as a submittal backup in the event the  
141 original is misplaced.

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

## 148 **IX. CHANGES/UPDATES IN UNIVERSITY EQUIPMENT RECORDS (ERI)**

149 The Property Control Manager or authorized staff in the Office of Business Affairs will execute  
150 the approved addition, deletion, transfer, or specific changes in the equipment records of the  
151 University. Other updated, such as location changes and comments, will be made by the  
152 department as soon as changes occur.

## 153 **X. SOURCE**

154 SOURCE: [LAC 34: VII.307](#)



Finance & Administrative Services  
Property Management

## REQUEST FOR OFF-CAMPUS/HOME STORAGE OF EQUIPMENT (PER BOP 4-2)

PLEASE PRINT OR TYPE INFORMATION-All Information Is Required

Department: \_\_\_\_\_ Account Number: \_\_\_\_\_

Date: \_\_\_\_\_ Purpose: \_\_\_\_\_

	Item Description	LSUE Inventory # & Serial #
1.	_____	_____
2.	_____	_____
3.	_____	_____

Name of Person with Custody: \_\_\_\_\_ - \_\_\_\_\_

Signature of Person with Custody: \_\_\_\_\_

Position (Faculty, Staff or Student): \_\_\_\_\_

Residential Address: \_\_\_\_\_

City: \_\_\_\_\_ State or Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Electronic

Mail Address: \_\_\_\_\_ Home or

Cell Telephone Number: (\_\_\_\_\_) \_\_\_\_\_ Removal

Date: (MONTH/DATE/YEAR)

Return Date: (MONTH/DATE/YEAR)

Approval Signatures:

Dept. Property Custodian \_\_\_\_\_ Date \_\_\_\_\_

Department Head /Chair \_\_\_\_\_ Date \_\_\_\_\_

LSUE Property Manager(or designee) \_\_\_\_\_ Date \_\_\_\_\_

VC for Business Affairs

Comments: \_\_\_\_\_

\_\_\_\_\_

