Louisiana State University
Property Management Procedures

Subject: Moveable Property and/or Equipment Use, Maintenance, Identification/Tagging, Disposal, Transfer, and Annual Inventory
(Note: BOP 4-5, Federal Government/Grant Property available upon request)

Page

1. Scope....2
2. Authority....2
3. Definition of Movable Property & Insurance Requirements....2
4. Designation of Departmental Asset Custodian….....2
5. Use of University Property/Equipment....2-3
6. Identification, Marking, and Tagging....3
7. Utilization of Property….....3-4
8. Disposition of Property….....4
   A. Transfer to Other University Departments....4
   B. Transfer to University's Surplus Warehouse....5
   C. Transfer to State Surplus Property Agency....5
   D. Transfer to Other State Agencies....5
   E. Transfer to Non-Louisiana State Institutions....5-6
   F. Dismantle for Parts....6
   G. Scrap....6
   H. Stolen/Missing Inventory Property…….....7
   I. Trade-in of Property for Credit…….....7-8
9. Gifts/Donations....8
10. Annual Physical Inventory of Movable Property....8-9
11. Change/Update in Workday…….....9
12. Federal Government and Grant Property Management....9
13. Motor Vehicle Reporting....9

1. Scope

All offices of Louisiana State University Agricultural and Mechanical College, LSU Agricultural Center, and other campuses served by Property Management are required to observe the basic policy set forth herein.

2. Authority

State Statutes (Louisiana revised statue Title 39) and University regulation provides that the Office of Finance and Administration Services shall devise and install suitable systems of accounting and property management for moveable property/equipment.

3. Definition

Moveable property is defined as items of a nonexpendable nature with a life expectancy of one year or greater. Items meeting the $1,000 original acquisition cost/value threshold shall be tagged with an LSU inventory number and carried on the University's inventory records. Software is not considered moveable property. However, departments should take steps to establish a record keeping system to track software acquisition in order to prevent abuse and ensure applicable programs are purchased. Copies of purchase orders and/or direct charge invoices are recommended. Each department is responsible for maintaining adequate internal records for property/equipment valued under $1,000 in the event a claim for loss under Risk Management guidelines is required for these items. Departments are advised to familiarize themselves with requirements of the University's Office of Risk Management.

4. Designation of Departmental Asset Custodian

Each department must designate a suitably knowledgeable employee as Asset Custodian. The individual must be assigned the Workday security role of Asset Custodian. Generally, the departmental Asset Custodian is responsible for coordinating the annual inventory, updating current inventory information (such as room location changes) in Workday, and acting as the administrative liaison with Property Management as well as assisting Property Management staff in the identification and tagging of equipment.

5. Use of University Property/Equipment

University property/equipment is to be used only in performances of University duties. It is contrary to University policy to lend University property (Ref. Article 7, Section 14 of Constitution) to individuals or organizations for their personal use. With respect to this policy, particular care is to be exercised regarding use of fleet vehicles.

It is contrary to University policy for anyone to remove University property/equipment from the University premises for purposes other than University business. Request to remove equipment from University premises must be approved by the Property Manager in writing (Request for Off Campus/Home Storage of Equipment form should be utilized) prior to removal. For short term removal, such as sending equipment out for repairs, use of the Off Campus approval form is not required, as long as the department maintains sufficient documentation of same on file until the property is returned to campus (for example, repair work order and shipper's tracking information).

6. Identification, Marking, and Tagging

In general, Property Management 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 Property Management staff by providing access to equipment and helping with technical identification. A tag will be placed on the front of the equipment near the manufacture's nameplate or logo or somewhere near the front in a position for easy scanning or visibility. Additional identifying information such as serial or model numbers will be recorded or verified at this time.

Because of surface or material conditions, certain equipment may require tag numbers to be etched, inscribed, or written with a permanent marker, paint, or other means.

If Property Management is unable to obtain access to department equipment, tags will be assigned to the equipment and issued to the Department Head or Asset Custodian along with a copy of the respective purchase order marked to identify and match tag numbers with purchase order item numbers. A Property Management file copy of the purchase order with a list of the LSU tag numbers assigned must be signed for at the time of issue by a department representative. This file copy will be retained as a record for audit purposes. The equipment item and assigned inventory numbers will be added to the department's inventory records. It shall be the responsibility of the department to affix tags which are assigned in the manner cited above to the proper equipment. After tagging, any additional tagging information, such as serial or model numbers, building, and room location, should be forwarded to Property Management.

Departments are responsible for notifying Property Management of any equipment under their control that does not have an LSU inventory tag if equipment is valued at $1,000 or more.

7. Utilization of Property

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

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

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

If assistance is needed in providing proper security, the LSU Police Department will provide advice and recommendations.

Every effort should be made to properly utilize equipment. The practice of hoarding unused equipment is contrary to University Policy. If equipment is no longer of use to a department, it must be transferred in accordance with this policy. If equipment becomes obsolete, it must be disposed of or dismantled for parts as provided in this policy.

8. Disposition of Property

Property items/equipment, tagged or untagged, may be disposed of, transferred, scrapped, or dismantled for parts only after prior approval has been attained from the State Division of Administration/Louisiana Property Assistance Agency (LPAA) through Property Management. Departments may be required to provide pictures or facilitate in-person viewing by Property Management and/or LPAA before receiving approval for dismantle or scrap.

8A. Transfer to other University Departments

The transfer of tagged moveable property between departments must be completed in Workday. It is the responsibility of the Asset Custodian of the department transferring the property to initiate transfer in Workday for each item being transferred. The proposed new worktags and, if known, the new location, must be indicated. The transfer will route for approval by the Cost Center Manager in the transferring Cost Center, and then to the Asset Custodian of the receiving Cost Center for final approval. The receiving department is responsible for updating Workday to reflect the asset's new location.

Many departments often use interdisciplinary clearing accounts to purchase equipment, which is in turn distributed to specific department units with different accounts. Property Management must be notified at the time of tagging, prior to asset registration if ownership worktags should be different than the funding source worktags. After registration, it is the responsibility of the department to transfer assets (in Workday) to proper ownership worktags, as appropriate.

8B. Transfer to University Surplus Warehouse

Departments are responsible for obtaining a signed Asset Action Request form for their records when releasing moveable property to Property Management as surplus. This serves as a receipt to confirm pickup by Property Management in the event a question arises later regarding removal from inventory. Missing/Unaccounted for items will not be credited as surplused without receipt documentation.

8C. Transfer to State Surplus Property Agency

When departments are willing to deliver their surplus inventory directly to LPAA, prior approval must be given by LPAA through Property Management. Once approval is given by LPAA, Property Management will inform departments to deliver property directly to LPAA Surplus Warehouse. Departments are responsible for obtaining a signed receipt from LPAA Surplus Warehouse, even if items are delivered by Facility Services. Signed receipts are to be returned to Property Management to have items disposed in Workday. Failure to provide signed receipt could result in items being reported as Unlocated in a future inventory cycle.

8D. Transfer to Other State Agencies

Property to be transferred to another state agency must be approved by LPAA, through Property Management. An Asset Action Request listing the property items proposed for transfer must be forwarded to Property Management, and a corresponding transfer must be initiated in Workday for any inventoried items. The name of the state agency, contact person, and telephone number are required on the Action Request. For grant/contract items, approval must be acquired from the Sponsored Program Accounting Office.

8E. Transfer to Non-Louisiana State Institution

Property Management must be notified in writing if equipment is to be transferred to non-Louisiana State institutions/agencies. It is the responsibility of the department to provide Property Management information on the items requested to be transferred. An Asset Action Request form is to be submitted with complete itemized list of all equipment proposed for transfer. It should be noted that this process can take several weeks. Therefore, plans should be made accordingly and allow for sufficient lead time. Additional information can be found in BOP 4-2 and 4-5.

For items purchased with State funds, equipment should remain with the department. If the department has no need for the equipment, department head is to contact various disciplines within the University to see if the equipment could be of further use. If there is no need for the equipment within the University community, Property Management will seek approval from LPAA for a transfer. The receiving institution is to submit a written request indicating items to be transferred and the dollar amount the institution is willing to pay. The final decision will be made by LPAA. A check will be required, made payable to State of Louisiana-Division of Administration in the amount agreed upon between the receiving institution, the University, and LPAA. No funds will be received for the rendering department unless a special request is made to use such funds to purchase like items. The request is to be made in advance with signatures provided by the department head, dean or director, and appropriate Vice Chancellor. The request is to be forwarded to the Office of the Vice Chancellor for Finance and Administrative Services.

For items purchased with Sponsored Projects funds that have expired, in most cases the property ownership is transferred to the University. Therefore, the process is the same as with state funds when a request is made to transfer property to another institution. However, depending on the grant type, 80% of the funds generated will be kept by the University department relinquishing the equipment.

For items purchased with Sponsored Projects funds whereby the grant is still active, the Granting Agency must provide a written statement to the University indicating their approval to transfer property to another institution.

8F. Dismantle for Parts

An Asset Action Request form for permission to dismantle a piece of moveable property parts must be sent to Property Management prior to any action being taken. Property Management will forward request to LPAA for approval. If approved, Property Management will submit to department document indicating approval. Dismantling equipment prior to approval will result in the property being considered Unlocated.

8G. Scrap

An Asset Action Request form for scrap approval must be sent to Property Management prior to any action being taken. Property Management will forward request to LPAA for approval. If approved, Property Management will submit to the department documentation indicating approval with recommendation to scrap item(s). Departments are responsible for actual scrapping of approved item(s). Scrapping equipment prior to approval will result in the property being considered Unlocated.

8H. Stolen/Missing Inventory Property

Important: Notification to Property Management is required for theft of any moveable property, regardless of whether it is tagged and/or on inventory.

If a department determines that an item of moveable property has been stolen, it must be reported to the appropriate law enforcement agency immediately (LSUPD if stolen from campus, local law enforcement as applicable off campus). The department must promptly notify Property Management and submit an Asset Action Request form along with a copy of the police report, if available, or a case/incident number, if the report is not yet available. Once Property Management receives written notification, a copy will be forwarded to the Legislative Auditors.

LSU Police will notify the District Attorney's office of any reports of stolen property.

Theft/loss "…involving computing resources either attached to a LSU operated network or in a functional unit shall be reported **immediately** to the Network Operation Center (NOC)." Please refer to PS-114 (Security of Computing Resources) for further information.

LSU ITS offers a laptop locator tool, which once installed on a computing device, may be used to track it down should it be lost or stolen. LSU faculty and staff may download this resource free of charge through TigerWare.

It should be noted that property suspected of being stolen cannot be routinely removed from departmental inventories and must be report as Unlocated if proper reporting procedures are not followed or if evidence of some forced entry is not documented in the police report.

8I. Trade-In of Property for Credit

Trade in (for credit) or sale of used or obsolete equipment when purchasing similar replacement items is permitted only under certain circumstances and must be coordinated through Procurement and Property Management. Prior approval is required from the State Division of Administration/Louisiana Property Assistance Agency before a trade-in or sale can be authorized. Prior to a purchase order being created, the department is to submit to Property Management two quotes: one with an itemized trade-in credit, specifically listing the item being traded by LSU inventory number, and/or serial number; the other quote must reflect the purchase without a trade-in. Property Management will forward approval to the department, and to Procurement, once obtained.

A department's intention to pursue a trade-in sale under this provision must be made known to Procurement at the time the original requisition is submitted.

9. Gifts/Donations

In accordance with State Property Control Regulations, all items of moveable equipment acquired by the University through acts of donation or as gifts become the property of the University, except for items donated specifically to the LSU Foundation, which will remain the property of the Foundation. Gifts and donations must be accompanied by documentation provided by the donor indication fair market value. However, in certain cases further evaluation of a donated item after receipt may cause for the receiving department and/or Property Management to determine a revised value for inventory control purposes. Donated items will be tagged and recorded in the inventory if value is established at $1,000 or more. Departments receiving gifts or donations of moveable property that meet inventory requirements must directly notify Property Management in writing within ten (10) days, and provide the following information using form AS522 found at https://www.lsu.edu/administration/ofa/oas/spa/asforms/as522.pdf.

(a)Name of Donor
(b)Item Description
(c)Model and serial number (if applicable)
(d)Value
(e)Location
(f)Date Received

Departments must take all necessary steps to ensure that items of moveable property accepted as gifts or donations have some value and will be of use to the University. Furthermore, particular care should be taken to ensure that new and/or unexpected additional costs will not be incurred by the University after receipt of an item to make it operational. This would include costs for repairs or accessories, renovations required for laboratories or buildings in order to properly house the item, and similar expenses. Property with no value or potential for use becomes a burden to the University. Because of State mandated procedures and labor costs, acceptance of junk items results in a needless expense to the University.

10. Annual Physical Inventory of Movable Property

State statutes require an annual inventory of moveable property be taken by each department. The University's inventory is generally conducted between the months of February and June, inclusive of equipment acquired through December 31 of the previous year. Property Management facilitates the annual inventory process, and maintains the Inventory Scanning Application. Participation in inventory barcode scanning is open only to faculty, staff, and student workers that have attended the required inventory training by Property Management, offered each year. Each department is responsible for conducting its own inventory and for adhering to the prescribed inventory process in the allotted time periods. Departments must assign adequate and knowledgeable personnel to this task. Departments with significant amounts of technical, scientific and/or laboratory equipment should have staff available that are capable of identifying equipment.

Pursuant to State Property Regulations, all items that departments are unable to locate during an inventory must be carried as Unlocated for a minimum period of three years before any action to remove them from the inventory can be initiated, unless authorized otherwise by the Property Manager. The list of Unlocated assets is subject to detailed audit by the University's Internal Auditors and by the Legislative Auditor's Office.

11. Changes/Updates in Workday

Property Management personnel will register newly acquired assets after affixing inventory tags. Other changes to the asset record in Workday, including field edits and ultimate disposal/removal will be completed by Property Management. Departmental Asset Custodians are responsible for updating location of assets in Workday as changes occur.

12. Federal Government and Grant Property Management

University Business Operation Procedures 4-5 available upon request

13. Motor Vehicle Reporting

It should be noted that motor vehicles require specific maintenance schedules and maintenance recording keeping under State Fleet Management Regulations. The MV-4 (maintenance) form is to be submitted every 6 months or 6,000 miles whichever comes first. The MV-3 (daily use log) form is to be submitted monthly. Both forms are to be submitted to the Property Management Office. Forms and instructions are available from Property Management.

Motor Vehicles are considered equipment under BOP 4-2 and must be used according to this policy and State Fleet Management guidelines. Additional policies concerning vehicle can be found in PM-13m University Fraud Regulations (dated 07/01/1998) and PM-21, use of University Vehicles and Trucks (dated 05/29/1973).

If a driver of a state vehicle is involved in an accident or if using a personal vehicle while performing State business, the driver must report the accident to the appropriate supervisor. The online accident report form (https://www.lsu.edu/riskmgt/claims/auto-accident.php) must be completed within 48 hours. Likewise, drivers will be held personally liable for any parking and/or traffic violation levied against them while they are responsible for the vehicle used in performing state business.

Rev. 11/2023