



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 at <https://www.lsue.edu/faculty-staff/index.php> under 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 manufacture'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

39 this time. Departments are responsible for notifying the Office of Business Affairs of any
40 equipment under their control that does not have an LSU inventory tag if equipment is valued at
41 \$1,000 or more.

42 **VI. UTILIZATION OF EQUIPMENT**

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

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

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

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

56 **VII. DISPOSITION OF EQUIPMENT**

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

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

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

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

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

77 If the Perkins recipient does not need the equipment, then determine if another program

78 receiving other federal award needs the equipment. ((B.) above)

79 If the recipient gets a response that another program or institution would be able to use the
80 property, the Property Manager must enter the LPAA asset management system and request
81 the transfer of property. LPAA will approve or disapprove the request. If the request is approved,
82 the item can be transferred by the most reasonable method. Once received by the new
83 recipient, the Recipient's property manager should follow the procedures set out above. If
84 denied, the original recipient must keep the property on their inventory.

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

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

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

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

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

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

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

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

119 Stolen/Missing Inventory Property – If a department determines that an item on their inventory
120 has been stolen from campus, it must be reported to the LSU Eunice Campus Security Office.
121 LSU Eunice Campus Security will provide a copy of the Officer’s Incident Report and give a
122 copy to the Office of Business Affairs who will then send a copy to the District Attorney’s Office.
123 The Vice Chancellor of Business Affairs will determine whether the stolen item is material
124 enough (over \$1000) to contact the Office of Risk Management. If so, the paperwork will be
125 filed. Once the Office of Business Affairs receives written notification, copies will be forwarded
126 to the Legislative Auditors. Theft/loss involving computing resources shall be reported
127 immediately by the department to the Office of Information Technology. It should be noted
128 equipment suspected of being stolen cannot be routinely removed from departmental
129 inventories and must be placed on a department’s inventory discrepancy list.

130 **VIII. ANNUAL PHYSICAL INVENTORY OF EQUIPMENT**

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

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

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

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

156 **X. SOURCE**

157 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: _____

