

LOUISIANA STATE UNIVERSITY AGRICULTURAL CENTER

Effective Date: January 4, 1999

AG CENTER PS-31
Version: 1

EQUIPMENT AND MOVEABLE PROPERTY MANAGEMENT

Purpose

To define and emphasize responsibilities and procedures for effective and efficient management of equipment and moveable property.

General Policy

Proper management of equipment and moveable property is required by state statutes and is essential for efficient, effective and economical operation of the LSU Agricultural Center. Good management of Agricultural Center property requires a conscientious and cooperative effort between those who request and use the property, and those who have administrative responsibility for the units to which the property is assigned. The intent of this policy is to define some of the basic responsibilities, principles, and practices that are essential for good property management.

Detailed requirements for management of University property are provided in Business Office Procedures, BOP No. 4-2: *Property Control*, and BOP 4-5: *Federal Government and Grant Property Control*. Unit administrators must be familiar with the requirements of BOP No. 4-2 and 4-5 and maintain property control programs that are consistent with them.

Basic Management Responsibilities and Procedures

1) Unit administrators are legally, morally and ethically responsible for management of property assigned to their units. Unit administrators may assign specific components of their property management program to others within the unit, but responsibility and accountability for the program remains with the unit administrator.

2) Each administrative unit is responsible for the proper security, care, maintenance and use of equipment and moveable property assigned to the unit. Misuse or abuse of Agricultural Center property will not be tolerated and is cause for appropriate disciplinary action.

PROVIDING PROPER SECURITY IS ESSENTIAL TO MINIMIZE THEFT OF PERSONAL COMPUTERS, PRINTERS AND OTHER VALUABLE AND EASILY MOVEABLE PROPERTY.

3) University equipment and moveable property must be used only in the performance of official University/Agricultural Center business.

4) Equipment and moveable property having a value of more than \$250 must be tagged with an LSU inventory number and listed on unit equipment inventory checklists. Etching or painting of inventory numbers onto equipment is encouraged where possible and appropriate.

5) Thorough annual reviews and corrections of Equipment Inventory Checklists provided by LSU Property Control are required. Explanations will be provided for missing items as appropriate. Reports will be signed by appropriate unit personnel and submitted to the appropriate vice chancellor for review and signature. It will then be submitted to the Chancellor's office for review and returned to Property Control. Units should retain copies for their files.

6) Losses of Agricultural Center property will be immediately investigated internally and reported to law enforcement officials for investigation. Every effort will be made to recover stolen property and/or restitution for it. Persons stealing Agricultural Center property will be vigorously prosecuted.

7) Property that is not needed in the unit to which it is assigned should be made available to other units. A complete description of the property and its condition should be circulated to all departments, research stations, LCES divisions, and others as deemed appropriate. Where appropriate, internal transactions can be used to compensate units donating useful property to other units. An Equipment Inventory Action Request form will be completed by the rendering unit and signed by the receiving unit to document the transfer. A completed copy must be provided to Property Control with a request to revise the units' Equipment Inventory Checklists.

8) Property that is no longer useful should be transferred to Property Control after determining that it is not usable at other Agricultural Center units. This requires completion and submission of a correct and legible Equipment Inventory Action Request form. A copy of this form is attached. Easily moveable property should be carried to the Property Control Warehouse on River Road behind LSU Graphic Services and immediately transferred to them (by appointment only). Two completed copies of the Equipment Inventory Action Request form should be sent with the equipment. The Property Control person receiving the equipment should sign both copies, and one should be retained by the unit until it is removed from their Equipment Inventory Checklist.

9) Some equipment, such as tractors and farm equipment, can be traded-in on purchases of like replacement equipment. This requires approval of the LSU Purchasing Office and the Louisiana Division of Administration. When attempting to trade-in equipment, request that bids be solicited with and without trade. When trade-ins are permitted, the LSU inventory number and description of the item being traded should be shown on the purchase order to document transfer/trade-in of the equipment.

10) Condition reports for all automobiles being replaced must be submitted to the LSU Agricultural Center Assistant Business Manager. He will coordinate appropriate reassignment of useful vehicles to other units within the Agricultural Center and the Baton Rouge campus. Internal transfers should be documented by submitting an Equipment Inventory Action Request form to LSU Property Control.

11) Computer and telecommunication equipment should be reassigned within the Agricultural Center as described in item 7 above. If attempts to reassign within are unsuccessful, Ag Center Computer Services will be contacted to coordinate disposition of such equipment. Depending on the age and status of the equipment being disposed, Computer Services may recommend the equipment be sent direct to LSU Property Control surplus property. The rendering department shall submit a complete and correct Equipment Inventory Action Request form to document all such transfers to the LSU Property Control office.

Attachment: "Equipment Inventory Action Request" form.



EQUIPMENT INVENTORY ACTION REQUEST

PROPERTY CONTROL & EQUIPMENT RECORDS - PURCHASING DEPARTMENT
LOUISIANA STATE UNIVERSITY, BATON ROUGE, LA 70803

DEPT. _____ BUDGET/ACCT. CODE _____ DATE _____

INSTRUCTIONS : MARK "X" IN APPROPRIATE BOX BELOW FOR TYPE OF ACTION REQUESTED, AND PROVIDE ALL OTHER INFORMATION AS REQ'D. ATTACH CONTINUATION SHEET IF NEEDED. REFER TO UNIVERSITY BUSINESS OFFICE PROCEDURE REGULATION NO. BOP 4-2.

<input type="checkbox"/> TRANSFER TO SURPLUS	<input type="checkbox"/> DISMANTLE FOR PARTS (REQUIRES APPROVAL OF THIS FORM)	<input type="checkbox"/> SCRAP (REQUIRES APPROVAL OF THIS FORM)
<input type="checkbox"/> TRADE-IN FOR CREDIT (SEE BOP 4-2 FOR GUIDELINES)	<input type="checkbox"/> NEW INVENTORY NO. (TAG) REQ'D.	<input type="checkbox"/> THEFT REPORT (MUST ATTACH POLICE REPORT)
<input type="checkbox"/> DEPARTMENT TRANSFER OR ACCT. CODE CHANGE	<input type="checkbox"/> RECEIPT OF GIFT OR DONATION (MUST INDICATE VALUE OF ITEM)	<input type="checkbox"/> OTHER _____ (EXPLAIN IN COMMENTS BELOW)

ITEM / DESCRIPTION GIVE VALUE OF ITEM(S) IF DONATION	INVENTORY NO. (IF APPLICABLE)	LOCATION

COMMENTS : _____

IF DEPT. OR ACCT. CODE CHANGE FROM : _____ BUDGET/ACCT. CODE _____ DEPT. TO : _____ BUDGET/ACCT. CODE _____ DEPT.	BY DEPT. RECEIVING TRANSFERRED ITEM(S) REC'D BY : _____ SIGN INITIALS _____ DATE _____ DEPT. HEAD
--	---

DEPARTMENT RENDERING REQUEST

SIGNATURE - DEPT. HEAD
OR PROPERTY CUSTODIAN

TYPE / PRINT NAME

FOR PROPERTY CONTROL OFFICE USE ONLY

<input type="checkbox"/> HOLDING FOR BF-11 APPROVAL	<input type="checkbox"/> TO WAREHOUSE
<input type="checkbox"/> ITEM(S) PICKED UP DATE _____	<input type="checkbox"/> TRANS. TO STATE
<input type="checkbox"/> BF-11 ISSUED DATE _____ NO. _____	<input type="checkbox"/> REQUEST APPROVED
<input type="checkbox"/> BF-11 APP'D. DATE _____	<input type="checkbox"/> REQUEST COMPLETED

PROP. MGR. (signature)