



# Administrative Procedure

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**Subject:** PROPERTY SURVEY

1.0. PURPOSE:

To establish the policy and procedures for surveying and disposing of property which is no longer useable because it is worn, broken, stolen, obsolete, lost, destroyed or surplus to a department's need.

2.0. ORGANIZATIONS AFFECTED:

2.1. All organizational units of the University, including auxiliary organizations.

3.0. REFERENCES:

3.1. State Administrative Manual (SAM), Sections 3520.

3.2. State Administrative Manual (SAM), Sections 8640-8643.

3.3. Administrative Procedure, Property Control.

4.0. POLICY:

4.1. It is the policy of the University to dispose of State-owned property in a manner that is in the best interest of the University and the State and is consistent with all applicable administrative regulations.

4.2. State-owned property consigned to a department or other operating unit of the University is subject to the custodial responsibility of the personnel within the area of consignment. Accountability for non-expendable property can be relieved only by authorized transfer or survey.

4.3. The Property Management Office will be notified of the transfer of property from one division to another. Property within Colleges or divisions may be transferred by Division Property Contacts or the Department Property Control Designee.

4.4. Departments may not trade-in, donate or transfer State-owned property to off campus agencies without prior approval of the Property Management Office.

**Approved:**

**Date:**

- 4.5. Surveyed property must be returned to the Property Management Office for final disposition.
- 4.6. Surplus State property can only be donated to other eligible state agencies or a certified non-profit organization.
- 4.7. Property donated to the University becomes property of the State and must be accounted for in the same manner as items purchased or transferred from another agency. Property donated by State and Federal Government agencies has minimum retention periods of one year and eighteen months respectively. Retention periods may be longer based on cost and date the property is placed into use.

5.0. DEFINITIONS:

- 5.1. Property--Generally, property refers to all assets used in governmental operations. Property includes land, buildings, improvements, machinery, furniture, tools and intangibles such as patents and software. Property includes both capitalized and non-capitalized equipment and software. For purposes of this procedure, property refers to equipment, software and other intangibles.
- 5.2. Equipment--State-owned assets with the following characteristics:
  - 5.2.1. A normal useful life of one year or more.
  - 5.2.2. An identity which does not change with use, i.e., not consumed by use or converted by fabrication into some other form of property, e.g., internal components of a computer system, etc.
  - 5.2.3. An acquisition cost of \$200.00 or more.
- 5.3. State Tag--The bar code labels bearing black numbers affixed to University equipment.
- 5.4. Survey--Process by which property is reviewed for condition and utility to determine whether or not the item should be removed from the department inventory.
- 5.5. Survey Board--Committee designated to review requests for property survey and recommend disposition. The committee membership consists of representatives from program areas of the University such as Instruction, Academic Support and Student Services. The Manager of Materials Management will serve as Chairperson.

- 5.6. Request for Property Survey--Form used to communicate a request for survey. The form is available in hard copy and electronically (see Appendix 8.1.).
- 5.7. Department Property Control Designee--Employee designated at department level to maintain equipment records and coordinate the overall equipment inventory control and survey processes.
- 5.8. Division Property Contacts--Employees designated at the College or division level to coordinate and manage property matters including physical inventories, transfers and disposals.

6.0. RESPONSIBILITIES:

- 6.1. College and Department Administrators will:
  - 6.1.1. Review and approve all requests for property survey and supporting documents originating in their areas of responsibility.
  - 6.1.2. Immediately notify University Public Safety if an item is lost or stolen so that a prompt investigation may be conducted.
- 6.2. Property Management Office will:
  - 6.2.1. Review requests for survey and make appropriate recommendations for disposition.
  - 6.2.2. Ensure the recommended disposition is in the best interest of the University and the State, and is consistent with all applicable administrative regulations.
  - 6.2.3. Coordinate the disposal of surveyed property.
  - 6.2.4. Make the appropriate changes to the property database to reflect the property dispositions.
- 6.3. Property Survey Board will:
  - 6.3.1. Meet periodically to review and recommend disposition of property that has been surveyed by departments and picked up by the Property Office and is awaiting disposition.
  - 6.3.2. Review surveyed items and recommend/approve disposition of the property.

6.3.3. Record minutes of the Survey Board meetings.

6.4. Public Safety will:

6.4.1. Provide the Property Management Office with stolen item reports related to State-owned equipment.

7.0. PROCEDURES:

7.1. Departments will:

7.1.1. Ensure the stated condition of the item to be surveyed is correct.

7.1.2. Complete the Request for Property Survey form, lines 1 through 9.

7.1.2.1. If the item to be surveyed will be traded in for replacement equipment, obtain the amount offered by the vendor and complete Item #6 on the Request Form.

7.1.2.2. Forward the completed form to the appropriate School Dean or administrator for review and approval.

7.1.2.3. Forward a copy of the approved Request for Property Survey form, with any supporting documents, to the Property Management Office.

7.2. The Property Management Office will review all requests for survey and make appropriate recommendations to the Survey Board.

7.3. The Survey Board will review all recommendations from the Property Office and the department that surveyed the property and approve the disposition of property as appropriate.

7.4. The Property Management Office will make arrangements for pickup and disposal of all surveyed property and will update the property database upon final disposition of the asset.

7.5. Public Safety Records Unit will provide the Property Management Office with Stolen Item Property Reports. The reports will include:

Date item was reported stolen

Description

Serial Number

State Tag Number

Amount of Loss

Reporting Department

Reporting Party

7.6. The Property Management Office will take action to survey the stolen item and retire it in the property database.

8.0. APPENDICES:

8.1. Request for Property Survey.