

**GRAMBLING STATE UNIVERSITY**  
**PROPERTY CONTROL MANAGEMENT**  
**PROPERTY CONTROL PROCEDURES**

**AGENCY: 338-00**

**INTRODUCTION:**

The Property Control Department is responsible for:

- Tagging newly acquired capital equipment with an identification number (tag number) unique to the University and then recording the item in the Asset Management System (Protégé) at cost.
- Overseeing and conducting annual physical inventories of all moveable and capital equipment in accordance with the Louisiana Property Assistance Agency guidelines.
- Maintaining accurate records of moveable and capital equipment with all pertinent information such as location, acquisition date and value, and betterment or upgrades.
- Assist in passing annual audits, including those conducted by the Legislative Auditor's Office and the Louisiana Property Assistance Agency.
- Overseeing and evaluating the disposition of all assets in accordance with Louisiana Property Assistance Agency's guidelines.

At the end of the fiscal year, the total cost of acquisition made during the year, must be reconciled to the total capital expenditure for the year. This is done jointly by the Property Control Department and the Comptroller's office.

**ACQUISITION AND INITIAL VALUATION:**

The University's fixed assets are initially recorded at cost. "Cost" includes all normal and necessary expenses incurred to make the asset ready for its intended use. These ancillary costs include but are not limited to: freight charges, sales/use taxes, installation, assemble and testing charges.

## **IDENTIFICATION OF UNIVERSITY CAPITAL ASSETS:**

All assets with an original acquisition value of \$1000.00 or more and all vehicles (no matter the cost) must be physically tagged otherwise identified as University property and the assigned GSU identification number recorded on the master inventory report. All assets with an original acquisition value of \$5000.00 or more are tagged with a red “capital asset” tag along with the required state tag.

## **CAPITAL vs. NON-CAPITAL EQUIPMENT:**

Sales/use tax, freight, and installation cost associated with any capital purchase are considered part of the value of the equipment.

Items are **capital** assets if they meet the following criteria:

- Individual items that have a value of \$5000.00 or more

Items that are non-capital:

- Individual items whose value is \$1000.00-4999.99

Any other non-capital, non-computer asset will be tagged with a GSU ID#, however, it can only be done if a purchasing document is available.

## **PHYSICAL INVENTORY OF CAPITAL ASSETS:**

Physical inventory consists of the sighting of the assets, verifying their location and description and reporting and any discrepancies. Annual physical inventories are initiated and supervised by the Property Control Department for all assets in the custody of every GSU department.

## **RELOCATING EQUIPMENT WITHIN A DEPARTMENT OR BETWEEN DEPARTMENTS:**

If equipment is transferred between departments, all property control information/records on the item remain the same, but indicate the change in location and the transfer of custody to the acquiring department.

Departments transferring capital equipment within their department or to a different department (from building to building or from room to room) are required to complete a TRANSFER OF EQUIPMENT form noting the change in location and/or custody of the asset (s). The Budget Unit Head, Vice President, Inventory Specialist and Property Control Manager and the Director of Title III must sign the form if the equipment was purchased with Title III funds.

## **RETENTION OF UNIVERSITY ASSET RECORDS:**

The Property Control Department will retain all documentation supporting the physical inventory of all University assets.

Property Control retains asset records for the periods stated on the State of Louisiana Property Control Regulations. All property control records and other pertinent records shall be retained for a minimum of three years.

## **ACQUIRING AND TAGGING NEW EQUIPMENT:**

When a department receives equipment on a university Purchase Order, review of the purchase order is done for determining capital vs. non-capital equipment.

When equipment costing \$1000-4999 is received, the property control department places a State of Louisiana tag number on the equipment and the other appropriate tags if purchased with grant funds (Title III-State or other federal grants).

When equipment costing \$5000 or more is received, the property control department places a State of Louisiana tag number. A RED capital asset tag on the equipment and the other appropriate tags if necessary.

Once equipment is tagged, each department is notified that the equipment is ready. Items will be delivered to the departments. If items are unable to be delivered by the receiving department, Facilities Management is notified for the delivery of the equipment.

Equipment is recorded on the monthly acquisition log. Equipment is reported to the Louisiana Property Assistance Agency via the online Asset Management System, Protégé.

## **WHEN PROPERTY IS DONATED TO THE UNIVERSITY (GIFT-IN-KIND):**

The department acquiring the gift: Acquires all documentation transferring title of the equipment to the university. The Grambling State University Foundation notifies the Property Control Department to verify if the equipment needs to be tagged. If the donated equipment has a values of \$1000 or more, a State of Louisiana tag is place on the equipment. Property Control records the gift on the LPAA system. The item (s) are placed on the department's inventory listing and inventoried using established procedures.

Property Control must be notified of equipment transfers form another institution or agency to GSU. Unless otherwise stated, title of equipment vests with the University at the time of the transfer. Property Control will then tag the equipment and add it to the Property Control System.

### **EQUIPMENT AWAY FROM CAMPUS:**

Employee must obtain form from Property Office.

Employee secures signatures from the Budget Unit Head, Vice President, Inventory Specialist and Property Control Manager.

Once all signatures are obtained, the employee is given a copy to retain with the equipment.

After use, the employee returns the equipment to inventory specialist. The inventory specialist verifies return of equipment, initial form, then forward to Property Control Manager for closure.

### **DISPOSITON OF EQUIPMENT:**

Inventory Specialist should prepare a TRANSFER OF EQUIPMENT FORM and submit to the Vice President for approval.

Vice President shall sign the form and transmit to the Property Office for approval.

Requesting department can bring the equipment to the warehouse or request it to be picked up. If equipment can't be transported, Facilities Management should be notified by department head or inventory specialist for pick-up.

Property Control Office changes location of equipment in the LPAA system.

Transfer is created on Protégé system requesting approval of disposition specified.

Once LPAA approves transfer, Property Office discard equipment or prepare equipment for surplus.

Transfer form is filed.

### **LOST OR STOLEN PROPERTY:**

Department Head notifies University Police Department.

University Police Department prepares reports and transmits copies to Department Head, Property Office and Safety Officer.

Property Control notifies LPAA of the loss.

# **PROCEDURES FOR INVENTORYING MOVEABLE PROPERTY**

## **Procedure I**

- 1.0 Property Control Manager shall, under the direction of the Vice-President of Finance, select the date(s) most convenient to the operations of Grambling State University, but not more than 12 months since the last annual physical inventory.
- 2.0 Property Control Manager shall complete and submit to the Louisiana Property Assistance Agency Director or his designee the Notification of Inventory/Request for Printout at least 30 days prior to the date(s) inventory is taken.
- 3.0 Property Control Manager, under direction of the Vice-President of Finance, shall designate the personnel who will conduct the inventory by areas indicated in the agency's property location index.
- 4.0 Copy of the property location index shall be provided to each of the persons participating in the physical inventory. It shall describe the areas and the property location code each is to inventory.
- 5.0 Property Control Manager shall provide each person participating in the physical inventory a copy of the state master file listing printout of inventory for the agency covering the area or location to be inventoried.
- 6.0 Property Control Manager shall instruct the persons participating in the inventory on the method to be used:
  - 6.1 Identify and mark on the inventory listing the items located.
  - 6.2 Mark clearly on the inventory listing the items not located.
  - 6.3 Conspicuously mark and report to the agency property control manager those items found without a property tag.
  - 6.4 Property Control Manager shall make a determination that the items should or should not be tagged and submitted to the state master file listing of inventory for the university based on these regulations.
- 7.0 The physical inventory shall be taken on the date(s) pre-selected. The property control manager shall notify Louisiana Property Assistance Director or his designee if, for some unforeseen reason, it is necessary to alter the date(s).
- 8.0 The property control manager shall compile the true results of the physical inventory and shall submit a discrepancy report, (if applicable), to the Louisiana Property Assistance Agency Director or his designee with a copy to the legislative auditor, containing all exceptions or discrepancies found in relating physical inventory results with the state master file listing of inventory for the agency.

- 9.0 The discrepancy report shall list each of the missing items by the tag number, description, location, acquisition date and acquisition cost, along with an explanation of what is believed to have happened to the items not located. The commissioner may cause an investigation to be made upon receipt of a discrepancy report.
- 10.0 Items not located during inventory for which there is no explanation available as to their disappearance must be retained on inventory and placed in a suspense location for three (3) years. During these three (3) years, efforts must continue to locate the missing items. If items are relocated, the proper location is to be transmitted for inventory purposes. If, after the third year missing items still not located, a request to remove from inventory as “not located” may be submitted online via the transfer process
- 11.0 Property Control Manager shall submit the Certification of Annual Property inventory to the Louisiana Property Assistance Agency Director or his designee with a copy to the legislative auditor, after the physical inventory and the state master file listing of inventory for the agency have been reconciled according to the regulations.

# **PROCEDURES FOR INVENTORYING MOVEABLE PROPERTY**

## **Procedure II**

- 1.0 Annual Inventory of moveable property will commence on (*DATE*) for the Annual Property Certification.
- 12.0 Property Control Manager shall complete and submit to the Louisiana Property Assistance Agency Director or his designee the Notification of Inventory at least 30 days prior to the date(s) inventory is taken.
- 3.0 An inventory package will be distributed to each department custodian or inventory specialist. Each custodian shall be required to accomplish this task, certify by signing the report, and forward originals to the Property Control Department before (*DATE*).
- 13.0 Inventory Specialist or designee conducts physical count of moveable property in the department. The physical location of each item should be indicated on the report.
- 14.0 Departmental Inventory Specialist shall:
  - 14.1 Identify and mark on the inventory listing the property located.
  - 14.2 Mark clearly on the Unlocated Property Form the items not located with a detailed explanation.
  - 14.3 Conspicuously mark and report to the agency property control manager those items found without a property tag.
  - 14.4 Property Control Manager shall make a determination that the items should or should not be tagged and submitted to the state master file listing of inventory for the university based on these regulations.
  - 14.5 Report on the Equipment Not Listed on Inventory Form any tagged item that is not listed on your inventory.
- 15.0 Items that are not located are coded to a “suspense location” by the Property Control Manager and reported to the Louisiana Property Assistance Agency on the Discrepancy Report for the Annual Certification.
- 16.0 Items remain in “suspense location” until located.
  - 16.1 If located, notify Property Control Manager to verify location.
  - 16.2 Property Control Manager will submit request to Louisiana Property Assistance Agency for active status.
  - 16.3 If property is unlocated for a period of three years, the Property Control Manager will request disposition of the items for the 3<sup>rd</sup> Year Discrepancy Disposition Method.
  - 16.4 Louisiana Property Assistance Agency approves the disposition and removes the property from the master inventory list.

- 17.0 The Property Control Manager shall compile the true results of the physical inventory and shall submit a discrepancy report, (if applicable), to the Louisiana Property Assistance Agency Director or his designee with a copy to the legislative auditor, containing all exceptions or discrepancies found in relating physical inventory results with the state master file listing of inventory for the agency.
  
- 18.0 Property Control Manager shall submit the Certification of Annual Property inventory to the Louisiana Property Assistance Agency Director or his designee with a copy to the legislative auditor, after the physical inventory and the state master file listing of inventory for the agency have been reconciled according to the regulations.