

AGENCY: Southeastern Louisiana University	REFERENCE NO.: PY-0101
OFFICE: Property Control Department	MANUAL TYPE: Policy
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TITLE: Accountability For Movable Property	SUPERSEDES NO.: PY-0002
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IDENTIFICATION OF MOVABLE PROPERTY:

"Property" is defined as all tangible non-consumable movable property owned by SLU. All items of movable property having an acquisition cost of (\$1,000) or more, and certain gifts and other property having an appraised value of (\$1,000) or more must be placed into inventory. Departments should bear this in mind when coding requisitions for equipment purchases and receiving donations of property that should be placed into inventory.

DISPOSAL OF INVENTORY PROPERTY:

All faculty and staff are cautioned not to dispose of any inventory property without the prior consent of the Director of Property Control or his assistant. The Property Control Department must make a formal request to the State (LPAA) to dispose of any item on inventory regardless of its condition. Each budget unit head is accountable for the movable property on his or her inventory until such time the item is picked up from the budget unit. Budget units should complete Property Control's Movable Property Surplus/Transfer Request Form in order to have inventory property processed for pickup and delivery made to Property Control. The Property Control Office will generate the necessary Physical Plant Service Request form for initiating transport of the inventory property to Property Control.

IDLE OR SURPLUS PROPERTY:

Inventory property that may become idle or surplus to an inventory unit shall be surpluses by the inventory head within the week it becomes idle or surplus. Inventory unit head should complete Property Control's Movable Property Surplus/Transfer Request form to facilitate pickup and delivery to SLU Property Control. SLU Property Control will determine if item may have use by other inventory units or surplus item utilizing a LPAA Transfer Transaction Form within the week SLU Property Control determines the item to be idle or surplus.

DISMANTLING OF INVENTORY PROPERTY:

No inventory property may be dismantled prior to receiving Louisiana Property Assistance Agency (LPAA) approval. Approval to dismantle movable property for parts or other purposes must be submitted by SLU Property Control to the State (LPAA). This is a request and is not, in any

case, considered an approval for any action until notification is received by SLU Property Control from the State (LPAA) that approval is given to dismantle property item. In no case shall property be dismantled or stripped prior to State (LPAA) approval.

Budget unit should complete Property Control's Movable Property Surplus/Transfer Form and attach a justification memo to form outlining the intended purpose of dismantle.

THEFT OF INVENTORY PROPERTY:

If a department determines that an item on their inventory has been stolen, a SLU Police Report should be filed immediately indicating the circumstances suspected for the disappearance. A memo should be forwarded to the Property Control Department identifying the item by tag number, the circumstances surrounding the discovery and a statement acknowledging a SLU Police Report has been filed.

MOVEMENT OF INVENTORY PROPERTY ON CAMPUS:

Inventory property within departments should not be permanently moved within a building from its assigned location or transferred to other buildings unless appropriate notification is given to the Property Control Department to adjust the item's location on the department's inventory. Notification of inventory movement should be accomplished by completing Property Control's Movable Property Surplus/Transfer Request Form. Part 3 of the form should be signed by both departments before forwarding to Property Control.

REMOVAL OF INVENTORY PROPERTY FROM CAMPUS:

No inventory property of this institution shall be removed from campus to a non-university location for use and storage without the prior approval of the employee's department head or director. In the event, the department head or director should be the user, the department head or director's next level supervisor shall be sought for approval. The department head or director shall be responsible for documenting the employee's temporary use and storage of the inventory property on the Property Control issued Department Record of Movable Property To Be Temporarily Used and Stored At Non-University Location form. Approval shall be based on the purposes of research or other reason within the scope and mission of the University. The department head or director will be responsible to forward a copy of the department record form to Property Control at the time of release. The department head or director will be responsible to forward a copy of the department record form to Property Control verifying the return of the movable property.

Inventory property used and stored at a non-university location shall not be used for personal benefit or any purpose that can be considered misuse of state property. The use of state property for personal benefit is illegal under state law.