



PROPERTY CONTROL & RESPONSIBILITY POLICY

Effective Date: June 11, 2013

Reviewed Date: March 15, 2022

Responsible Office: Property Control Department

Division: Finance

I. PURPOSE/OBJECTIVE

To establish additional internal controls over property owned by Grambling State University. This policy establishes additional guidelines for property control for items under \$1000 in value. This policy also establishes accountability for employees who are responsible for any university policy.

II. STATEMENT OF POLICY

A. ITEMS VALUED UNDER \$1000

1. All electronic and grounds/landscaping equipment with an original acquisition value between \$250 - \$999.99 must be physically tagged with a white bar code label that will read “STATE OF LOUISIANA GSU PROPERTY.”
2. The types of items inclusive of this policy are:
 - a. Electronics (including but not limited to)
 - Computers
 - Printers
 - Projectors
 - iPads
 - Scanners
 - Monitors
 - Fax Machines
 - Televisions
 - Camera Equipment
 - Video Equipment
 - Radio Equipment
 - b. Lawn Equipment (including but not limited to)
 - Lawn Mowers
 - Weed Eaters
 - Edgers
 - Blowers
3. The requisitioning department will maintain and track all items through their useful life.
4. Property Control Department will maintain all documentation supporting the physical inventory of these assets.

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5. Responsibility for safeguarding property owned by Grambling State University lies with all University employees. Under no circumstances is this property to be used for personal gain nor removed from any University operating location except to conduct University business. If equipment is needed, an **“Off-Campus Transfer”** form must be completed. This form can be found on Property Control website at <http://gsunet.gram.edu/docs/>. 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 specialists. The Inventory Specialists verifies return of equipment, initial form, then forward to Property Control Manager for closure.
6. University Property Office must be notified PRIOR to or immediately upon any change in status, location or condition of this property. Responsible person must complete a **“Request for Transfer of Equipment”** form and obtain appropriate signatures. This form can be found on the Property Control Forms website at <http://gsunet.gram.edu/docs/>. All requests must be submitted to the Department Head, Property Manager for approval.
7. All University department heads are responsible for equipment within his/her department until Property Manager has received approval from Louisiana Property Assistance Agency to dispose of same. Inventory Specialist must prepare a **“Request for Transfer of Equipment”** form and submit to Department Head for approval. The requests to dispose of such property must be reviewed and approved by the Property Manager. Property can be delivered to the property warehouse or picked up by inventory specialist. After requested disposition is created in Protégé and approved by Louisiana Property Agency, equipment is disposed of by the Property Control Department. The Transfer form is filed.

B. UNIVERSITY EMPLOYEE PROPERTY RESPONSIBILITY

Each person to whom property is assigned shall be liable for the payment of damage whenever his/her wrongful or negligent act or omission causes any loss, theft, disappearance, damage to or destruction of property in the area that he/she is responsible for and such damages may be recoverable in a civil suit. This policy is inclusive of all university property regardless of the value of the items.

1. The Dean, Department Head, Director or Inventory Specialist will be responsible for all items on his/her inventory until such time as it has been transferred to another department or agency. The transfer process is not complete until the proper paper work is completed and signed by the Property Manager.

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2. Once equipment is assigned to an employee, it is the responsibility of that employee to care for that equipment as long as employment with the University is current. Each assigned employee will have his/her name associated with all equipment that is in use by that employee.
3. All employees of Grambling State University are responsible for the safeguarding of property belonging to the University. Whenever an employee has knowledge or reason to believe property belonging to Grambling State University is lost, stolen, damaged or destroyed through vandalism, fire, windstorm or other acts of God, he/she will immediately notify Dean, Department Head, Director, Inventory Specialist and Property Manager. Suspected theft should be reported immediately to the Campus Police and Property Manager.
4. Property of Grambling State University shall not be sold by any person or legal entity or otherwise alienated or be transferred, assigned or entrusted to any other agency without the written authorization of the Property Manager. Property of Grambling State University shall not be given to any person for off-campus usage, without the consent of the Dean, Department Head, Director, Inventory Specialist and Property Manager.
5. Property in use by employees of Grambling State University shall not be taken from the campus by any person for any reason without written authorization of the Property Manager and notification to immediate supervisor.
6. Property of Grambling State University shall not be disposed of by any University employee other than authorized personnel in the Property Control Office.
7. All lost or stolen property must be reported to the Property Office immediately.

III. REVISION/REVISED HISTORY

July 11, 2013- Revised