

PROPERTY CONTROL POLICIES

I. CUSTODY

The **Department Head** to whom assets are entrusted serves as the **custodian** and is responsible for all assets within their department until that responsibility is officially transferred.

A custodian is relieved of responsibility for a specific asset only when it has been properly transferred to another department or otherwise disposed of (see **TRANSFER** or **DISPOSITION**).

While assets are in a department's custody, the custodian must ensure their proper utilization and take necessary precautions to prevent **loss, theft, damage, or destruction** (including by vandalism).

II. INVENTORY & TAGGING

All assets acquired—whether through purchase, donation, or transfer—become the property of the University (and of the State).

Assets must be tagged with a State property control tag if they meet either of the following criteria:

- They have a value of **\$1,000 or more**, including all acquisition associated costs (i.e. shipping, installation, etc.).
- They are **computing devices of any value** (e.g., computers, tablets, or external hard drives).

All pertinent information about the asset—including its description, location, acquisition date and cost, and serial number—will be recorded for inventory purposes. This record becomes a **permanent part of the University's asset inventory file**.

If your department receives a taggable asset *without* a property tag, please **contact Property Control immediately** at inventory@louisiana.edu. Assets must be entered into the State system within **60 days of receipt**.

III. USAGE

Assets belonging to the University shall only be used for **University-related purposes**.

- Assets may **not** be used for personal reasons or to promote personal gain.
- Individuals not officially associated with the University may **not** use the assets, unless specifically determined by the terms of a contracted agreement (e.g., facility rental).

Internal Loans

When an asset is loaned to a University employee for use in a department *other* than the one to which it is assigned, the following steps must be taken:

1. A **custody receipt** must be prepared in duplicate.
2. The receipt must be signed by both the **Department Head** in charge of the asset and the **University employee** borrowing the asset.
3. The Department Head retains one copy in a control file until the asset is returned; the borrower receives the second copy.
4. The borrower must **produce their copy of the custody receipt** when asked by the University Police Department or other appropriate University personnel.

Student/Organizational Use

Allowing a University student or an officially approved University organization to borrow assets for University-related purposes requires prior **written approval** from three authorities:

1. The **Department Head** responsible for the asset.
2. Their **Dean or Director**.
3. The **Vice-President** in charge of the area.

The University-related usage must be clearly articulated on the custody receipt. The student or organizational representative possessing the asset must always carry a copy of the receipt, and copies must be distributed to all individuals involved and the **University Property Manager**.

External State Agencies

Assets may be used by another State agency provided **prior written approval** is obtained from both the University Council member in charge of the lending area and the State Property Control Director.

IV. MANAGEMENT AND DISPOSAL

REMOVAL FROM CAMPUS

Assets should generally **not be removed** from the department to which they are assigned without the Department Head's **written approval**.

The employee using the asset off-campus must be conducting **approved University business**, and the asset must be necessary for that business (e.g., a laptop taken to an approved conference).

- **Regular Off-Campus Use:** A one-time approval through the normal administrative channels up to the appropriate Vice President may be obtained for assets used regularly off-campus.
- **Infrequent Off-Campus Use:** Each individual off-campus use must be approved through normal administrative channels up to the appropriate Vice President.

The employee taking the asset off-campus **must always carry a copy of the custody receipt with the proper approvals.**

TRANSFER

All transfers of assets between University departments must be submitted to Property Control in writing using a **Transfer Memo Form**.

- Signatures are required from **both the custodian relinquishing the asset and the custodian accepting the asset**.
- Completed forms should be submitted to Property Control at **inventory@louisiana.edu**.

DISPOSITION (Surplus, Trade-In, Scrapping)

Any tagged or non-tagged assets that are **idle or no longer useful** must be sent to **surplus**.

Requests to have these assets picked up and removed from inventory are made using a **Surplus Memo Form**. Submit completed forms, including photos of the asset(s), to Property Control at **inventory@louisiana.edu**.

No member of the faculty, staff, or student body is authorized to **TRASH, SCRAP, DISMANTLE, DONATE, TRADE-IN, TRANSFER, OR SELL** University assets (tagged or non-tagged) without **prior written approval from the State**.

STOLEN ASSETS

When assets are stolen (or believed to be stolen), the **Department Head** is responsible for the following steps:

1. **Report the theft immediately** (as soon as possible) to the University Police Department **in writing**, requesting a formal written police report.
2. Send a copy of this written request to the **University Property Manager**.
3. The Department Head must **ensure** that a copy of the completed police report is ultimately sent to the University Property Manager.

Why the Police Report is Critical: If a police report is not received for each stolen asset, the asset(s) cannot be removed from the departmental inventory. Furthermore, the State may not allow for removal from the University's inventory if the theft is not classified as a "forced entry." In that case, the asset(s) will remain on the department's inventory as "unlocated" for three (3) years before removal.

V. LIVESTOCK

Livestock acquired for breeding, dairy, and experimental purposes are classified as assets and must be included on departmental inventory.

All adjustments to livestock assets (acquisition, disposition, change in market value) must be reported to the University Property Control Office within **seven (7) days** of the adjustment.

VI. AUTHORITY AND RESOURCES

KEY POINTS (Definitions)

- **Assets** are defined by the UL Lafayette Office of Facility Management as all tangible, non-consumable, moveable property owned by the University.
- All assets acquired by the University become the property of the University (and of the State).

AUTHORITY

These policies conform with **Louisiana Revised Statutes 39:321-332 and 39:361-364** and the **State Property Control Regulations**.

HELPFUL LINKS

- <https://facilities.louisiana.edu/services/property-management>
- <https://facilities.louisiana.edu/services/property-control/property-control-faqs>
- <https://www.doa.la.gov/doa/ogs/louisiana-property-assistance-agency/>