

PROPERTY CONTROL POLICIES

CUSTODY

Each Department Head to whom assets are entrusted shall be the custodian of such assets and shall be responsible for all assets within his/her department until relieved of this responsibility. He/She shall be relieved of this responsibility for a specific asset when that asset has been properly transferred to another department or otherwise properly disposed of (see section on TRANSFER or DISPOSITION). While assets are in his/her custody, he/she will ensure their proper utilization and take precautions to prevent their loss, theft, damage, or destruction by vandalism.

INVENTORY

All assets which are acquired, whether through purchase, donation, or transfer, shall become the property of the University (and of the State). If such assets have a value of \$1,000 or more, they will be tagged with a State property control tag and all pertinent information about the asset, including its description, location, acquisition date and cost, serial number, and other useful information will be recorded for inventory purposes. The record will become a permanent part of the University's asset inventory.

USAGE

Assets belonging to the University shall only be used for University related purposes. At no time will they be used for personal reasons or to promote personal gain, nor may individuals not associated with the University use the assets. Asset usage for individuals or groups who "rent" University facilities will be determined by the terms of the contracted agreement.

When assets are to be loaned to a University employee for use in a department other than the one to which the assets are assigned, a custody receipt should be prepared in duplicate and signed by both the Department Head in charge of the asset and the University employee borrowing the asset. One copy should be retained within a control file in the department until the asset is returned, and the other copy given to the University employee who borrowed the asset. The borrower should produce his/her copy of the custody receipt when asked to do so by personnel of the University Police Department or other appropriate members of the University faculty and/or staff.

In the event that a University student or an officially approved University organization is to be allowed to borrow University assets for University-related purposes, the transaction must have prior written approval by the Department Head responsible for the asset, his/her Dean or Director, and the Vice-President in charge of the area. The University-related usage must be clearly articulated on the custody receipt, and copies of the form should be distributed to all individuals involved and to the University Property Manager. The student or individual from the University organization who has possession of the University asset which has been borrowed must always have a copy of the custody receipt in his/her possession.

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

REMOVAL FROM CAMPUS

Assets will not be removed from the department to which they are assigned, without written approval of that Department Head. The University employee using the asset away from its assigned location must be conducting "approved" University business and the asset must be necessary for the successful conclusion of that business (e.g., audio-visual equipment used by High School Relations, University automobiles driven to meetings for which travel request has been executed and approved, etc.).

In cases where University assets are used regularly for University business off-campus, one-time approval through the normal administrative system to the appropriate Vice President may be obtained. Infrequent off-campus use of University assets must be approved for each such use through normal administrative channels up to the appropriate Vice President. A copy of the custody receipt with these proper approvals should be carried, at all times, by the University employee who takes the asset off-campus.

TRANSFER

All transfers of assets between University departments shall be submitted to Property Control in writing using a Transfer Memo Form. Signatures from both the custodian relinquishing the asset and the custodian accepting the asset are required. Completed Transfer Memo Forms should be submitted to Property Control at inventory@louisiana.edu.

DISPOSITION

All tagged & non-tagged assets that are idle or no longer useful are to be sent to surplus. Requests to have these assets picked up and removed from inventory are to be made using a Surplus Memo Form. Submit completed Surplus Memo Forms, including photo(s) of asset(s), to Property Control at inventory@louisiana.edu. No member of the faculty, staff, or student body will TRASH, SCRAP, DISMANTLE, DONATE, TRADE-IN, TRANSFER, OR SELL UNIVERSITY ASSETS (tagged or non-tagged) WITHOUT PRIOR WRITTEN APPROVAL OF THE UNIVERSITY PROPERTY MANAGER.

STOLEN ASSETS

When assets are stolen (or believed to be stolen) from a given department, it is the responsibility of the Department Head to, as soon as possible, report the theft to the University Police Department in writing. This notification must request a written police report concerning the theft. A copy of the Department Head's written request should be sent to the University Property Manager. The University Police Department is required to send the University Property Manager a copy of the completed police report, however, it is still ultimately the Department Head's responsibility to ensure that a copy of the completed police report is sent to the University Property Manager.

Once the report is received, it is submitted to State Property Control in Baton Rouge requesting that the asset be removed from the University's inventory. Thus, if a police report is not received for each stolen asset, the asset(s) cannot be removed from the departmental inventory. Additionally, the State may not allow for removal of the asset(s) from University inventory should the theft not be classified as "forced entry." In this case, the asset(s) will remain on department inventory as "unlocated" for 3 years prior to removal.

LIVESTOCK

Livestock acquired for breeding, dairy, and experimental purposes are classified as assets and shall be included on departmental inventory. All adjustments to livestock assets (acquisition, disposition, change in market value) must be reported to University Property Control Office within seven (7) days of the adjustment.

KEY POINTS

For the purposes of property control, the UL Lafayette, Office of Facility Management defines assets as all tangible, non-consumable, moveable property owned by the University.

All assets acquired by the University, whether through purchase order, LaCarte card, donation, or transfer shall become the property of the University (and of the State).

Assets valued at \$1,000 or more or computing devices of any value (computers, tablets, or external hard drives) will be tagged with a State Property Control Tag. All pertinent information about the asset, including its description, location, acquisition date and cost, serial number and other useful information will be recorded for inventory purposes.

The record will become a permanent part of the University's inventory file of assets until it is disposed of at the end of life or the end of usefulness to the University.

Please contact Property Control immediately if you have received a taggable asset without a property tag (inventory@louisiana.edu). Assets must be entered into the State system within 60 days of receipt.

AUTHORITY

The above policies are in conformance 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/>