



POLICY & PROCEDURE MANUAL

*Associated Students of
California State University
Channel Islands, Inc.*

*Policy No.: ASI 11.0
Number of Pages: 1 of 3*

Property Policy


It is the intent of California State University Channel Islands (University) that any program, project, agency, or auxiliary of the University that uses state or auxiliary procured assets follows procedures to inventory, maintain records of, safeguard and dispose of assets.

Fixed assets represent a significant investment of resources entrusted to the University and the Associated Students of California State University Channel Islands, Inc. (ASI). In accordance with State of California and California State University (CSU) directives, it is University and ASI policy that:

- Fixed assets are inventoried, maintained and safeguarded.
- Fixed assets valued at \$5,000 or higher (full value purchase price including tax and shipping), equipment defined below valued at \$5,000 or higher, and equipment less than \$5,000 but categorized as high-risk (i.e., easily moveable and concealable) are identified as University property and accounted for every three years.
- Disposal of property defined above must be approved by the University Property Survey Board.

Equipment is considered to be any tangible good that:

- Has a life greater than one year,
- Can be physically relocated,
- Is not expendable (e.g. office supplies), and
- Is not furniture.

	<p style="text-align: center;">POLICY & PROCEDURE MANUAL <i><u>Associated Students of California State University Channel Islands, Inc.</u></i></p>	<p style="text-align: right;"><i>Policy No.: ASI 11.0 Number of Pages: 2 of 3</i></p>
---	--	---


Property Procedure

Custodial responsibility for University assets used by ASI and ASI owned property and equipment (excluding motor vehicles) rests with the department head or designated administrator within each ASI functional area. These administrators are responsible for establishment of controls necessary to protect said property and equipment from unauthorized use, loss, theft or abuse.

The University Property Clerk is responsible for the physical inventory, maintenance of records and locations and disposal of ASI property. A “tagging” process is used to identify and track all equipment and a system of regular physical inventorying is done to ensure accountability of ASI owned equipment. The Property Clerk supports the campus Property Survey Board by documenting and disposing of surplus equipment. ASI shall identify employee(s) who are responsible for maintaining records of property and who shall notify the Property Clerk of physical relocation of property.

The Property Survey Board will determine the best interest of the University and ASI are being served in the inventory, records maintenance and disposal of University and ASI owned property. The Property Clerk will pick up item(s) to be surveyed upon receipt of the Request for Property Survey form requesting the item(s) be surveyed. This form is available on the CSUCI Procurement & Support Services webpage.

ASI property may not be taken off campus without written authorization. No ASI employee may authorize removal of property from the campus for his or her own use. Employees must complete a Property Loan Agreement form to be signed by their supervisor that identifies the specific property items to be taken off campus or used at home. This form is available on the Procurement & Support Services webpage. ASI staff will be charged for loss or damage to loaned property due to negligence. Such determination will be made by the University’s Property Survey Board.

	<p>POLICY & PROCEDURE MANUAL</p> <p><i>Associated Students of California State University Channel Islands, Inc.</i></p>	<p><i>Policy No.: ASI 11.0 Number of Pages: 3 of 3</i></p>
---	--	--

Any equipment that is lost, missing or stolen must be reported immediately to University Police and the Property Clerk.

DELIVERY TO RECEIVING

Upon receipt through Receiving, property acquired with a University or ASI Purchase Order will be tagged with a CSUCI identification number and recorded by the Property Clerk before delivery to the appropriate department. No property should be delivered directly to the department unless arrangements for property tagging have been made in advance with the Property Clerk. Departments are responsible to notify the Property Clerk of direct deliveries.

PROPERTY TAGGING

Property will be tagged with a CSUCI identification number prior to delivery to the requesting department. Assigned property numbers are removed only when the item is sold or otherwise disposed of. A tag bearing the identification number should be affixed in the most logical location. Property will be re-tagged if the identification number is removed. The original property record will reference the new identification number assigned to the piece of property.

The University Property function is located in Procurement & Support Services within the Division of Finance and Administration, University Hall, East Tower, Room 2600. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Phone: (805) 437-8581 or 8481 Fax: (805) 437-8436.

Approved by the ASI Board on _____, 2005:

_____, **Chair**