

**Property Management**

CSUMB and Auxiliaries

Procedures

&

Guidelines

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# Property Management Guidelines

Agencies of the State of California (State) and the California State University (CSU) system are required to adhere to State and CSU policies and guidelines pertaining to acquisition, maintenance, control and disposition of fixed assets.

The policy can be found here:

<https://calstate.policystat.com/policy/11206798/latest>

CSU Executive Order 649 delegates authority to campus presidents to establish and maintain a system of internal control to safeguard State property. The CSUMB Property Management Department facilitates asset management for University Corporation at Monterey Bay and the Otter Student Union at CSU Monterey Bay (Auxiliaries) using the above referenced policy.

To maintain consistency throughout all campuses, the CSU System has developed and adopted standardized equipment accounting procedures for fixed assets. The standard procedures allow for customization as may be required by individual campuses.

The Property Management Department of CSU Monterey Bay (CSUMB) maintains the position that adherence to the standardized procedures will facilitate accurate record keeping related to the acquisition, maintenance, control and disposition of property. The combination of accurate accounting records and strong internal controls must be in place to protect against and detect the unauthorized use of State property.

All property, whether tagged or otherwise, acquired through State, Auxiliary, or external grant/contract funding, is considered property of the University.

# Responsibilities Of The Property Management Department

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Property Type**  | **Inventory** **Record (1)**  | **Financial Record (2)**  | **Tagged (3)**  | **Inventoried (4)**  |
| **Capitalized Property**  | X  | X  | X  | X  |
| **Non-Capitalized Property**  | X  |   | X  | X  |
| Firearms  | X  | X  | X  | X  |
| Vehicles  | X  | X  | X  | X  |
| **Sensitive Property** (campus defined)  | X  |   | X  | X  |
| **Federal Property - Capitalized** (Per ICSUAM 11005.00)  | X  | X  | X  | X  |
| **Federal Property - Non-Capitalized and Sensitive** (Per ICSUAM 11005.300)  | X  |   | X  | X  |
| **Federal Property** - Supplies with a total aggregate residual value of $5,000 or greater (Per Section 313/314 of 2 CFR 200)  |  X  |  X  |   |  X  |

## Fixed Assets – Capitalized Property

A fixed asset is defined as tangible, non-consumable property, which is capitalized. A fixed asset has an acquisition cost of at least $5000 (e.g., four identical assets which cost $3000 each, for a $12000 total would not meet this requirement), has a useful life of at least one year, and is used to conduct State business.

The cost of a fixed asset includes the purchase price plus all costs to acquire (shipping & handling, taxes), install, and prepare equipment for its intended use. State and/or Auxiliary staff are responsible for using these guidelines to accurately value the cost of an asset.

## Instructional Equipment

Instructional equipment is equipment purchased by and assigned to instructional departments, the media services center and/or learning laboratories. Items may also qualify as instructional equipment if they will be used by faculty for classroom demonstrations, or by students either in class or outside the classroom for assignment directly related to a class. Equipment assigned to the Library is not classified as “instructional” and is to be excluded, as is that assigned to deans’ offices, plant maintenance, and other administrative departments. Instructional equipment inventoried will have a useful life of at least two years and do not change identity with use. Instructional equipment has an acquisition cost of at least $500. The cost of instructional equipment includes the purchase price plus all costs to acquire (shipping & handling, taxes), install, and prepare equipment for its intended use.

## Other Tangible (Sensitive) Property

Sensitive property is regarded as property that is easily subject to theft, loss, and/or stores confidential data as determined by the AMO, and has an acquisition cost of at least $1,000. These items can be capital and non-capital property that are tagged and inventoried.

It is the responsibility of the Information Technology (IT) Dept to track computers and computer related equipment, as well as any devices which may store sensitive data.

Examples of non-capitalized sensitive equipment include (but are not limited to):

* Cameras, Televisions, Camcorders, Stereos
* Scientific Equipment (identified by the Researchers)
* Vehicles
* Firearms
* Drones

# Acquisition Of Property

Property may be acquired with a purchase order, direct payment, procurement card, received as a gift, or transferred from other State agencies. All property (although there is the occasional exception noted below) will be delivered to the Central Receiving Department.

## Equipment Purchase With Grant/Contract Funds

External funding, as administered by the Office of Grants and Contracts, may have terms and conditions related to equipment purchase, inventory, title and disposition that must be strictly followed. In addition to the funding terms and conditions, all equipment purchased from these external funds will follow the CSUMB policy and procedures regarding equipment acquisition, delivery, tagging and inventory. Equipment purchased from grant/contract funds must be tracked by project number and will not be transferred, loaned or disposed of without prior approval of the Director of Grants and Contracts.

If grant/contract-funded equipment is lost or stolen, the CSUMB procedures for such will be followed.

The Office of Grants and Contracts may request periodic inventory reports from the CSUMB Property Department for funding agency reports. When closing out a given project, Grants and Contracts will require a final equipment inventory and will work with the Property Department to ensure the equipment is handled correctly at closeout.

### Purchase Information

Property, Fixed Assets, Instructional equipment, and non-capitalized equipment are recorded in the property database. Firearms are recorded in a separate database by University Police Department staff. Purchase orders should include the following information (if available):

* Make
* Model
* Description of equipment
* Final destination / end user

### Gifts-In-Kind

Any gift transferred to University ownership must follow the Standard Gift Acceptance Procedure. The Board of Trustees of the California State University has determined that certain gifts, donations and bequests will aid in carrying out the primary functions of the University. The Foundation of California State University, Monterey Bay is the entity that accepts gifts on behalf of CSU, Monterey Bay. This policy is issued to insure compliance with California Administrative Code, Title 5, **§** 42300.

A gift-in-kind is defined in Title 5, **§** 42300 as a non-monetary gift with an estimated value of at least $100 and includes any personal property other than an automobile, truck, or bus, which meets the following conditions:

1. The gift is not subject to any trust, conditions, reservations, or restrictions of any kind.
2. The property will not require more than 100 square feet of floor space for housing or the construction of specialized facilities.
3. The property will require no amount of State funds for operation, repair, or maintenance that is unreasonable in relation to the item received.

Before an in-kind gift can be accepted, a review process is necessary to determine if it can be accepted and under what conditions. Please call University Advancement at 831-582-3908 to talk with the appropriate development officer. If an item has already been accepted without going through this gift acceptance process, please call University Advancement nonetheless for the gift to be handled appropriately. Please do not give tax, financial or other advice to the donor at any time.

[The Gift-in-Kind Acceptance Form](https://edit.csumb.edu/sites/default/files/images/st-block-13-1464813661968-raw-giftinkindformrev31116.docx) will help determine whether CSUMB can accept the gift. Costs for moving or delivery to the campus, or installation, maintenance, repair and any facility modification will be the responsibility of the donor or the department receiving the gift. The form will also help outline anticipated costs.

Once the form has been completed, it should be routed for appropriate review and signatures by the originating department. Acceptance of the gift occurs only upon final signature by the Foundation. Physical delivery may not occur prior to acceptance by the Foundation. When all signatures have been obtained, the Gift-in-Kind Acceptance Form should be forwarded to University Advancement. University Advancement will distribute the appropriate copies.

If the gift is valued at $5000 or more, the University Advancement office will send a letter to the individual or corporate donor informing them that they are required to file IRS Form 8283 (the IRS Form 8283 is the responsibility of the donor; publicly traded corporations are the exception). The Foundation will send the department a memo as a reminder that the Foundation must be notified if the equipment is sold within two years after receipt. If the gift is sold the Foundation must file an information return with the IRS (Form 8282) and the donor within 90 days of sale. A description of the property sold, amount received, and date of transaction is needed.

### Transfers Of Property To The University From Other State Agencies

Notices of surplus property from other State agencies will be reviewed by the Property Department for possible use by the University. Property that is officially transferred to University ownership and meets the definition of a fixed asset or is computer related will be tagged and added to the appropriate property database.

Information regarding transfers/sales of equipment to other State agencies from CSUMB is addressed in the “Surplus Property” section on page 8.

### Equipment Tagging

All fixed assets and non-capitalized sensitive equipment (defined in prior sections) will be tagged with a CSUMB or Auxiliary identification number. It remains so identified as long as it is owned by the University or Auxiliary. Assigned property numbers are removed only when sold, scrapped, or otherwise disposed of. A tag bearing the identification number should be affixed in the top left corner or next logical location or other conspicuous position. Any additional identification by a department should be applied in a manner that avoids confusion with the State property number. Should the identification number be accidentally or mistakenly removed, the asset will be re-tagged. The original Property record will reference the new identification number assigned to the property.

Assigned identification numbers are recorded on all applicable receiving, shipping, disposal documents, and other records that are related to the property control system. Should the item be transferred to a different department the identification number will remain the same. The property record will be updated with the new location.

##### Procedure for Tagging Equipment for off campus Departments

1. Upon receipt of equipment, e-mail will be sent to the Property Management Department that equipment has been received. Email will contain a summary of the equipment received (description, manufacturer, model) along with any unique identifiers (e.g., the serial number).
2. A copy of the purchasing document will be sent to the Property Department
3. The Property Department will either mail a CSUMB or Auxiliary property tag or visit the off campus department to inspect and tag equipment. If tags are mailed to the off campus department, Then it will be the responsibility of that department to place the tag on the equipment and send the Property Department an email confirming that the equipment has been tagged

Equipment tagging, tracking, and maintenance of Property records are the responsibility of the Property Department.

### Location / Relocation Of Property

The location of each asset is recorded into the Property database. Current records regarding placement and movement of equipment are maintained in such a manner that any item of Property can be located for inspection, audit, or inventory purposes within a reasonable time. Notification of initial placement or movement of equipment should be sent to the Property Department as soon as possible.

# Inventory Of Property

Section 8652 of the State Administrative Manual specifies that “departments will make a physical count of all Property, including non-capitalized sensitive equipment, and reconcile the count with accounting records at least once every three years.” Regarding Circular A-110 (Federal funded equipment) a physical inventory shall be taken once every two years.

**Physical Inventory**

For each inventory action the Property department will furnish to the department’s contact person (appointed by each department) a schedule for their rotating inventory. A computer report of the property reflected in the Property database (sorted by cost center) and inventory instructions will be furnished to each department at inventory time. The Property department may verify the department inventory on the basis of statistical sampling. If the sample shows gross discrepancies the Property Department may conduct a complete physical inventory. For each inventory action, an updated report shall be generated and sent to management for review, approval, and any further action.

## Reconciliation

University and Auxiliary departments will submit to the Property department a summary that properly identifies all discrepancies disclosed by the physical inventory. The summary will include a signed statement that physical inventory of all Property was completed on a given date and that the official property records were found to be in agreement with the physical inventory, except for discrepancies reported. The summary and signed statement will be furnished within a reasonable time at the completion of the physical inventory.

Property personnel will then reconcile the Property database with the submitted discrepancies/updates reported by the department. Appropriate steps regarding lost/stolen property (detailed on page 8) should then be executed by the responsible department for any Property determined to be missing

## Loan of University Owned Property

***Loans of University owned equipment must be properly documented.***

1. Off-Campus/Home Use Permit. Any employee or student assistant who removes equipment or other portable devices from CSUMB campus premises must first complete an Off-Campus/ Home Use Permit form and obtain authorization from the appropriate Department Head prior to removing the equipment/device from campus.
2. Loans of University Equipment to External Organizations, Employees, or Other Departments. Any loan of University equipment to an external organization or to a department, including employees, must have prior approval. All loaned equipment shall be listed on a Property Loan Agreement Form, and filed in the Property department.
3. Inter-campus Loans of Equipment. Inter-campus loans of equipment require prior approval. Loans of one year or more are recorded on inventory records. Inter-campus loans are recorded by the borrowing campus on a Property Action Request Form.

## Inter-Departmental Transfers

When equipment is transferred between departments a Property Action Request Form must be completed and signed by the appropriate dean or director transferring the equipment. This form should then be forwarded to the department that has accepted the equipment. The accepting department should record the new location of the equipment. The dean or director of the accepting department will sign the form. The completed form should be forwarded to the Property department. The Property department will then update the Property database to reflect the transfer.

# Removal of Property From Property Records, Disposal and Storage of Property

## Property Survey

In order to remove or delete property items from Property inventory records, a process known as a “survey” must be completed. The following procedures must be taken:

1. A Request for Property Survey form to dispose of surplus property must be prepared and submitted to the Property Department in accordance with Sections 8640 and 8643 of the State Administrative Manual. A description of the item, including the barcode number and serial number, if available, should be furnished. This form can be obtained from the Property Department. If the Property is grant-funded, the Property Survey form should first be routed to Post Award. Once completed and signed by a person with fiscal authority, or written delegation of authority, for the asset the form should then be forwarded to the Asset Management department for approval and signature.
2. Upon approval, the Property department will transfer the property record from the in-service database to the retired database.
3. The department may also submit a work order to Facilities (FSO) to remove the property from the department and place it in storage until ultimate disposition occurs.

The proposed disposal of property by cannibalizing, junking, salvaging, selling, donating or trading-in must also be recorded on a Property Survey Report form following the above procedures.

## Surplus Property

Departments having excess / surplus Property are encouraged to declare them as such and permit the Property department to relocate or dispose of the items in one of the following ways:

* Relocate property to another department
* Salvage / recycle usable parts
* Transfer / sell the property to another CSU campus
* Donate the property to a non-profit organization (Please see attached Procedure for Requesting Surplus Property)
* Sell the property by public sale
* Junk unusable items

# Lost Or Stolen Property Procedures

As soon as possible after determining that University Property has been lost or stolen, the department of record should contact the Public Safety department or local Police/Sheriff’s Department to file a police report. The employee or department must then complete an Equipment Loss Report (see Property Department Page) to submit to the Property Management department. A [Request for Property Survey Form](https://csumb.edu/media/csumb/migrated-content/d2jtc9c99zuy7wcloudfrontnet/7YAtppmfScqPAvJN63x4_property_surv_req.pdf) (see Property Web Page) should be submitted in addition to the Equipment Loss Report to the Property Department.

Additionally, the Equipment Loss Report is to be used to report missing property not found during a department’s annual inventory.

# Departmental Responsibilities

***Each department is charged with the responsibility for University or Auxiliary Property assigned to or purchased by their department.***

 As noted in the Inventory section, physical inventories coordinated by the Property Management Department will be taken every three years as required. The department is also responsible for communicating with the Property department when property has been received and needs to be tagged, or when property is lost, destroyed or transferred.

Warranty information and supporting documentation is to be maintained by the originating department. Inventoried property will have minimal backup information maintained in the Property records.

**Resources and Reference Materials**

1) [CSU Administration of University Property Equipment Procedures](https://csyou.calstate.edu/Policies/icsuam/Documents/3000/3150-01-Procedure.pdf)

2) [Administration of University Property](https://calstate.policystat.com/policy/11206798/latest/)

3) [Sponsored Programs Federally Funded Procurement](https://calstate.policystat.com/policy/8543248/latest/)

# Property Management Department Contacts:

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