



---

## CAMPUS CORRESPONDENCE

---

To: Deans, Directors, Department Heads

Date: June 2, 2008

From: Dr. Jerry J. Baudin, Vice Chancellor  
Finance & Administrative Services

Subject: Responsibility for Safeguarding and Accounting for University Property (Equipment)

During the past several years, the University has been cited by the Legislative Auditor for failure to thoroughly secure, locate, and account for all moveable property. LSU's Office of Property Management (Property Management) provides assistance for complying with all property laws, policies, and procedures concerning the identification, management, and ultimate disposal of property. The safeguarding and control of equipment is every University employee's responsibility and should not be taken lightly. More specifically:

1. **Everyone** employed by the University, including students, is responsible for the proper safeguarding of University equipment. **All employees should have a fundamental understanding of the basic Property Management regulations of the University.** Specific information can be found in Property Management's website @ <http://www.fas.lsu.edu/purchasing/propmgmt.htm>. Contact Property Management at (225)578-6922 for additional information.

2. As a general rule, **all** items of property (or equipment) procured by the University, are owned by the University **regardless** of the source of funds, become University property. Donated items are also University property.

3. Property/equipment may not be dismantled for parts or scrapped without prior approval of the State Division of Administration, (LPAA), through Property Management. Special arrangements for extenuating circumstances must be worked out in advance with Property Management. **It must be noted that no University employee can purchase or remove an item(s) that has been approved for dismantle or scrap.** Departments must contact Property Management to insure proper measures are taken to remove scrapped equipment. In most cases, proceeds from the sale of scrap equipment are to be remitted to the State Division of Administration, unless special arrangements have been made with Property Management and LPAA.

4. All unused or obsolete equipment must be promptly transferred to surplus. Departments must use the Equipment Inventory Action Request form that can be found on Property Management's website. Particular attention to surplus of computing devices with regards to **"Data Security"** should be noted. Please refer to PS06.20 for further details.

5. Equipment may **not** be "traded in" for credit on a new purchase without **prior** approval of the transaction by Property Management through the Office of Purchasing. The intention of using an item for a trade-in must be clearly noted when generating a requisition to Purchasing.

6. If an item is stolen on campus, it must be reported to the LSU Police immediately. LSU Police will provide a copy of the Incident Report form to Property Management and the District Attorney's Office. For items stolen from an offsite location, the local law enforcement in that area is to be contacted immediately and a police report obtained. The department must promptly notify Property Management and provide a copy of the police report. Property Management will submit this report to LSU Police who will provide a copy to the District Attorney's Office. Theft "...involving computing resources either attached to a LSU operated network or in a functional unit shall be reported **immediately** to the Network Operation Center (NOC)." Please see PS-114 (Security of Computing Resources) for additional information.

June 2, 2008  
Deans, Directors, Department Heads  
Page Two

7. If items are moved or transferred from one department to another, the Equipment Inventory Action Request form needs to be completed and forwarded to Property Management. Signatures from the rendering and receiving departments are necessary for the completion of the form.

8. All individuals involved in taking the annual departmental inventory are responsible for its accuracy. The three tier signatures on departmental submittals are considered personal verification by those individuals that the inventory is accurate as submitted.

9. The above guidelines apply to all University property and/or equipment whether it is "tagged" with a University inventory number or not.

**This memorandum should be distributed to all staff in your organizational unit.**