



## **Property Management and Control Procedures**

### **PHYSICAL INVENTORY**

1. When directed by the Property Manager, a physical inventory of property assigned to each property location must be conducted.
2. Each Property Location Supervisor is responsible for working with the Property Manager to ensure the physical inventory is conducted in accordance with the Property Manager's directives.
3. Each Property Location Supervisor must attend all required inventory process meetings as directed by the Property Manager including, but not limited to, the regular meetings scheduled three months before and three months after the annual inventory is conducted.

### **RECEIPT AND TAGGING OF NEW PROPERTY**

1. Upon receipt of untagged property that:
  - is valued at *\$1,000 or more*, which is required to be RFID (Radio Frequency Identification) *state tagged*, which can identify electronically the presence of state inventory,
  - is a computer desktop, laptop, printer with hard drive, copier with hard drive, fax machine with memory, server hard drive, or SAN storage device hard drive valued *less than \$1,000*, which is required to be *internally tagged*,

*OR*

  - is valued under \$1,000 but is required to be *internally tagged based on decision made by the College Property Manager in concert with the property location supervisor/department head*,

the operational unit's Department Head MUST submit a Property Control Inventory Tag Work Order through the College's [ServiceNow - IT Service Management Platform](#).

2. The Director or Coordinator of a grant is responsible for notifying the Property Manager whenever equipment is to be procured with grant funds and for providing the following information:
  - Name and/or identification of grant; purchase order number and items being procured with grant funds; and
  - Percentage of acquisition cost funded by the grant.

3. Property acquired with grant funds will be identified on Delgado's Master Inventory File and the Director or Coordinator of the grant is responsible for ensuring property is used, managed and disposed of in accordance with [state guidelines](#), appropriate federal regulations, and the funding agency's regulations, as applicable.
4. The college operational unit acquiring property is responsible for that property from the time it is received--not from the time it is tagged. The college operational unit will assist the Property Manager in ensuring that all applicable acquisitions are tagged in a timely manner in accordance with the Property Manager's directives.

### **RELOCATION OF PROPERTY**

1. Whenever property is to be permanently relocated to another department of the College, the Property Location Supervisor responsible for the property must ensure the relocation is properly executed and the Property Manager is notified no later than ten (10) calendar days after the move.
2. The property is relocated by the employees of the college operational units involved in the relocation or by Building Services or Property Control staff upon request of the operational unit. However, the receiving department's Property Location Supervisor must ensure property has been relocated prior to signing for and taking responsibility for the property.
3. Immediately following physical relocation of property, the releasing Property Location Supervisor must ensure that a Property Control *Relocation* Work Order is submitted through the College's [ServiceNow - IT Service Management Platform](#). A scan of the completed [Request for Relocating Equipment/Furniture \(Form 1352/002\)](#), with the signatures of both the releasing and the receiving departments, must be attached to the work order.

### **OFF-CAMPUS USE/ REPAIR/ LOAN TO ANOTHER DEPARTMENT**

1. When Delgado property is loaned, temporarily relocated, or removed from the facility for use or repair, this change in custody must be properly executed.
2. The Custodian of loaned equipment (i.e., Media/ Audiovisual departments, Information Technology, labs, or any authorized person or department loaning equipment) must:
  - Ensure that a Delgado employee has assumed responsibility for the loaned equipment by signing a [Custody Receipt-Property Removal Pass, Form 1352/001](#), indicating the reasons for removal of the property and when the equipment is to be returned, is signed by the employees releasing and receiving the property.  
(Students checking out equipment must have signed authorization from a Delgado employee before they are permitted to sign the Custody Receipt-Removal Pass Form.)
  - Submit the original of the [Custody Receipt-Property Removal Pass](#) to the Property Manager no later than ten (10) calendar days after the change in custody.

- Administer an effective follow-up system to ensure equipment is returned promptly after use.
- If equipment is lost, stolen, or damaged beyond economical repair, have the responsible party submit a detailed report of the circumstances surrounding the loss/damage.
- Must immediately notify his/her supervisor, his/her Property Location Supervisor, Campus Police, and the Property Manager of the loss/damage.

## **SURPLUS PROPERTY**

1. When property is no longer used by a college operational unit, the Property Location Supervisor responsible for the property must ensure the Property Manager is notified no later than ten (10) calendar days after property is deemed unusable.
2. The property must NOT be removed from the department by employees of the college operational unit unless directed by the Property Manager. Property Control staff are responsible for removing or arranging for the removal of all surplus property from the college operational unit.
3. The releasing Property Relocation Supervisor must submit a Property Control *Relocation* Work Order through the College's [ServiceNow - IT Service Management Platform](#) and attach a completed [Request for Relocating Equipment/Furniture \(Form 1352/002\)](#) indicating the property is to be transferred to surplus. The signature of releasing Property Relocation Supervisor will be obtained on the form by Property Control staff when the property is removed.
4. If the property was acquired with grant funds, the Director or Coordinator of the grant must notify the Property Manager regarding the appropriate federal disposition regulations and/or the funding agency's disposition regulations, as applicable.
5. Upon receipt of the surplus request, the Property Control staff will schedule a pickup of the property and obtain the signature of the releasing Property Relocation Supervisor at the time the property is removed.
6. If the property to be surplus is an electronic media or device, the Property Control staff will ensure that all electronic media and devices transferred to surplus are properly sanitized in accordance with the College's [Transfer and Disposal of Electronic Media and Devices](#) policy.
7. The Property Manager will obtain transfer approval in accordance with [LPAA regulations](#) to properly surplus (e.g., transfer, trade in, dismantle for parts, scrap, sell, or discard) the property as deemed appropriate and to remove it from Delgado's Master Inventory File.

## MAINTENANCE AND SECURITY OF PROPERTY

1. Delgado employees are responsible for ensuring College property they are assigned is properly maintained and secured, and they must observe all procedures related to property control relocation and reporting.
2. If property is lost, stolen, or damaged beyond economical repair, the responsible party must immediately submit a detailed report of the circumstances surrounding the loss/damage to his/her supervisor, his/her Property Location Supervisor, Campus Police, and the Property Manager.
3. In accordance with [LPAA Regulations](#), each Delgado employee “shall be liable for the payment of damages whenever his/her wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage to or destruction of property for which he/she is responsible.”
4. Negligence in securing and maintaining property or improper property control reporting is unacceptable and may result in sanctions to possibly include a verbal or written warning, formal reprimand noted on employee’s evaluation, [disciplinary procedures](#) up to and including termination, and/or reimbursement to the College.

### *Attachments:*

[Custody Receipt-Property Removal Pass \(Form 1352/001\)](#)

[Request for Relocating Equipment/Furniture \(Form 1352/002\)](#)

*Approved 8/6/19*