Delgado COMMUNITY COLLEGE

POLICY & PROCEDURES MEMORANDUM

TITLE: **MANAGEMENT AND CONTROL OF STATE PROPERTY**

EFFECTIVE DATE: **August 7, 2026**
*(*Procedural Update 8/7/26; 8/6/19; 10/12/16; 6/1/10; Original 3/30/10)*

CANCELLATION: SF-1352.1F (8/6/19)

CATEGORY: Safety (SF)

POLICY STATEMENT

The provisions of State Property Control Regulations, as issued by the Louisiana Property Assistance Agency (LPAA), will be followed in the management and control of all Delgado Community College movable property. The procedures for the control and disposition of movable property are outlined in this memorandum.

Property acquired by the College with grant funds will be identified on Delgado's Master Inventory File and managed and disposed of in accordance with the provisions of this memorandum, the appropriate federal regulations, and the funding agency's regulations, as applicable.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

   To issue policies and procedures governing the management and control of state property at Delgado Community College, including all equipment acquired with all funding sources.

2. **Scope and Applicability**

   This policy and procedures memorandum applies to all operational units of Delgado Community College and covers all property located at any Delgado facility in addition to designated third-party sites.

3. **Definitions**

As used in this memorandum:

A. **Department Head** is the person in charge of a department, division, or other operational unit of Delgado Community College.

B. **Property Location Supervisor** is the person in charge of an individual property location. The Property Location Supervisor shall be appointed in writing by the Department Head. The Department Head shall serve as the Property Location Supervisor during the absence or vacancy of an appointed Property Location Supervisor. All changes of appointed Property Location Supervisors must be forwarded in writing to the Property Manager. The Property Location Supervisor shall preferably be a 12-month employee of the College.

C. **Property Manager (Agency Property Manager)** is the Delgado employee "designated by the head of the agency (Delgado Chancellor) as property manager for the agency," as per LPAA regulations.

D. **Acquisition** includes purchase, donation, construction, or fabrication of property; it does not include rental of property or alterations and renovations of real property.

E. **Property Location** is the physical location of movable property assigned to a department, identified by a five-digit numerical property location code. The property location code number is generally the same as the department's budget code number. All property shall be assigned to a property location and given a property location code.

F. **Property** includes "all tangible, non-consumable, movable property" owned by an agency (Delgado) with the exception of property specifically exempted by the Commissioner of Administration," as per LPAA regulations.

Movable property is equipment that is NOT attached as a permanent part of a building or structure. Movable property is distinguished from supplies in that **supplies** are consumable through normal use in no more than one year.

Taggable property includes, but is not limited to, the following:

1. All assets procured and owned by Delgado Community College, having an acquisition cost of $1,000 or more.

2. Assets such as electronic calculators, chairs, desks, file cabinets, tables, computer software, and other property, regardless of acquisition cost, when deemed advisable by the Property Manager.

3. Gifts, donations, and articles fabricated by Delgado Community College having a fair market value of $1,000 or more.

G. **Accountable** means to be responsible for the continued existence and condition of assigned equipment until officially and legally disposed of or transferred.

H. **State Tag** is a white State of Louisiana bar-coded identification tag preprinted with the prefix "41800" that is usually affixed to equipment by an adhesive.

I. **Internal Tag** is an identification tag affixed to property not meeting the definition of "Taggable Property" and when required in accordance with Delgado's Property Management and Control Procedures.

4. General Provisions

A. All college property meeting the inventory criteria contained in this issuance will be tagged with a state tag; all new acquisitions and revisions to existing property records will be added regularly to by electronic access to the State of Louisiana Division of Administration RECOUP system.

B. 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.

C. A physical inventory of all Delgado property will be taken at least once each fiscal year with not more than 12 months intervening since the last annual inventory.

D. The Property Manager must approve, prior to disposition, all requests to trade in, dismantle for parts, scrap, sell, discard, or loan Delgado property to another agency. The Property Manager must obtain prior authority to dispose of such property from the Louisiana Property Assistance Agency Director.

E. Delgado property that is permanently or temporarily relocated to another department, loaned, or removed from the facility for use or repair must be handled in accordance with Delgado's Property Management and Control Procedures.

F. In accordance with LPAA regulations, any 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." Such incidents will be handled as described in Delgado's Property Management and Control Procedures.

5. Federal Grant and Federal Surplus Property

Property acquired by the College with grant funds will be identified in the RECOUP system via purchase order # and managed and disposed of in accordance with LPAA regulations, appropriate federal regulations, and the funding agency's regulations, as applicable. Procedures for managing and disposing of grant property are described in Delgado's Property Management and Control Procedures.

6. Appointment of Property Manager

The Commissioner of the Division of Administration, through the Louisiana Property Assistance Agency Director, will be notified in writing of:

- the appointment of the Property Manager; and
- the date that the incumbent Property Manager will cease to function in that capacity.

7. Responsibilities and Procedures

A. The Director or Coordinator of a grant is responsible for:

1. The proper use and disposition of all property acquired with grant funds in accordance with LPAA regulations, appropriate federal regulations, and the funding agency's regulations, as applicable.

2. Ensuring Delgado's Property Management and Control Procedures are observed for all property acquired with grant funds.

B. The Property Control Office staff will:

1. Tag all Delgado property having a value of $1,000 or more and other "state taggable property" as defined in Section 3, Definitions, and will maintain Delgado's state-approved property identification tags as prescribed by State Property Control Regulations.

2. Tag Delgado property having value less than $1,000 when required in accordance with Delgado's Property Management and Control Procedures.

C. The Property Manager will:

1. Maintain a current inventory of all Delgado property, including location, state-approved property location tag number, manufacturer's model and serial number, if any.

2. Arrange for and supervise the inventory of Delgado property with the assistance of college departments.

3. Arrange for and document the disposition of all surplus college property.

In the performance of these duties, the Property Manager will:

4. Determine which procurements meet established criteria for inclusion in Delgado's property inventory and ensure property information is entered into the LPAA's inventory management system, RECOUP.

5. Ensure property that is acquired with grant funds is identified in the Delgado Master Inventory File and managed and disposed of in accordance with LPAA regulations, appropriate federal regulations, and the funding agency's regulations, as applicable.

6. Ensure Delgado's Property Management and Control Procedures are observed.

7. Supervise the annual property inventory by:

a. Filing the Commissioner Notification of Inventory, in writing, through the Louisiana Property Assistance Agency Director, thirty (30) days prior to the date inventory to begin its report;

b. Providing each operational unit with a copy of the Property Location Report for the area to be inventoried;

c. Providing overall guidance in conducting the inventory at the department level;

d. Resolving discrepancies between the physical inventory results and the RECOUP system and updating information; and

e. Submitting Certificate of Annual Property Inventory to the Louisiana Property Assistance Agency Director, with a copy to the Legislative Auditor, after the physical inventory and the RECOUP system have been reconciled.

8. 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.

9. Obtain transfer approval of the Louisiana Property Assistance Agency Director with LPAA Logistics. (This transfer authority is required before the College can sell, transfer, scrap, dismantle, loan to another agency, or otherwise remove an item from the RECOUP system.) The Property Control Manager creates transfers in the RECOUP system.

10. Grant permission to dispose of equipment, whether tagged or untagged, after authority is received from the Louisiana Property Assistance Agency Director.

11. Approve/deny the loan of Delgado property to another agency.

12. Immediately notify the Property Control Department Head whenever any Delgado property is "lost, stolen, damaged, or destroyed through vandalism, fire, wind-storm, or other acts of God" as per LPAA regulations.

13. Conduct unannounced spot checks to determine that property is located as reported on the inventory records.

D. Each accountable Department Head will:

1. Ensure accountability for property assigned to his/her department.

2. As directed by the Property Manager, work with the Property Manager to conduct a physical inventory of property assigned to the department.

3. Appoint a Property Location Supervisor for each individual property location under the supervision of the Department Head.

4. Immediately notify the Property Manager of any change in appointed Property Location Supervisor.

5. Serve as the Property Location Supervisor for an individual property location during the absence or vacancy of an appointed Property Location Supervisor.

6. Report immediately to the Property Manager with a copy, as appropriate, to Campus Police whenever any property is lost, stolen, damaged, or destroyed by vandalism, fire, windstorm, etc.

7. Ensure property that is permanently or temporarily relocated to another department, loaned, or removed from the facility for use or repair must be handled in accordance with Delgado's Property Management and Control Procedures.

8. Periodically remind employees of their responsibility for proper maintenance and accountability of all property assigned to or used by them, as well as the potential sanctions associated for improper property control activities as outlined in Delgado's Property Management and Control Procedures.

E. Each accountable Property Location Supervisor will:

1. Ensure accountability for property assigned to his/her property location.

2. As directed by the accountable Department Head, work with the Property Manager to conduct a physical inventory of property assigned to the property location in accordance with the Property Manager's directives.

3. Report immediately to the accountable Department Head, and as appropriate to Campus Police, whenever any property is "lost, stolen, damaged, or destroyed through vandalism, fire, wind-storm, or other acts of God," as per LPAA regulations. Failure to do so may result in disciplinary action including termination in accordance with the consequences outlined in Delgado's Property Management and Control Procedures.

4. Immediately notify the Property Manager upon receipt of untagged property that is valued at $1,000 or more, is required to be *state tagged* ("taggable property" as defined in Section 3, *Definitions*), or as well as property valued less than $1,000 that is required to be *internally tagged* in accordance with Delgado's Property Management and Control Procedures.

5. Ensure property that is permanently or temporarily relocated to another department, loaned, or removed from the facility for use or repair must be handled in accordance with Delgado's Property Management and Control Procedures.

6. Periodically remind employees of their responsibility for proper maintenance and accountability of all property assigned to or used by them as described in Delgado's Property Management and Control Procedures.

F. The Custodian of loaned equipment (i.e., Media/ Audiovisual departments, Information Technology, labs, or any authorized person or department loaning equipment) will ensure Delgado's Property Management and Control Procedures are observed.

G. In accordance with the State of Louisiana Information Security Policy, the Office of Information Technology will ensure the data sanitization procedures as outlined in the College's Transfer and Disposal of Electronic Media and Devices policy are properly administered using approved equipment, techniques, and procedures as required by the State of Louisiana Office of Technology Service's Data Sanitization Standards and Requirements.

H. The Campus Police Office will:

1. In case of theft or vandalism, investigate the incident and submit an Incident Report to the Property Control Department Head, the Property Manager, and the Department Head accountable for the property.

2. Inspect documentation as required by Delgado's Property Management and Control Procedures authorizing removal of Delgado property whenever property is observed being removed from any college facility.

I. All employees of the College:

1. Are responsible for ensuring College property they are assigned is properly maintained and secured.

2. Observe all procedures related to property control relocation and reporting and adhere to all requirements of Delgado's Property Management and Control Procedures.

It is the expectation of the College that all property control and inventory processes are properly followed and enforced. 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, denial of future purchasing requests, formal reprimand noted on employee's evaluation, disciplinary procedures up to and including termination, and/or reimbursement to the College, as well as the sanctions outlined in Delgado's Property Management and Control Procedures.

8. **Cancellation**

This policy and procedures memorandum cancels SF1352.1F, *Management and Control of State Property*, dated August 6, 2019.

Attachment:

Delgado's Property Management and Control Procedures

Policy Reference:

Delgado Policy and Procedures Memorandum, Donations of Movable Property
Delgado Policy and Procedures Memorandum, Transfer and Disposal of Electronic Media and Devices
Louisiana Revised Statutes 39:321, State Property Control Regulations
Louisiana Property Assistance Agency (LPAA) Regulations
State of Louisiana Information Security Policy
State of Louisiana Office of Technology Service's Data Sanitization Standards and Requirements
Louisiana Community and Technical College System Policy #6.014, Discipline for All Employees

Original Review Process:

Ad Hoc Committee on Property Control Procedures 12/2/09
Property Control Staff 2/18/10
Compliance Office & Office of Restricted Funds 2/26/10
Business and Administrative Affairs Council 2/26/10
College Council 3/30/10

Procedural Updates:

Delgado Helpdesk Addition Approval – Vice Chancellor for Business and Administrative Affairs and Assistant Vice Chancellor/Chief Information Officer 6/1/10
State of Louisiana Information Security Policy Update Approval – Vice Chancellor for Business and Administrative Affairs and Assistant Vice Chancellor/Chief Information Officer 10/12/16
RFID Procedural Update – Vice Chancellor for Business and Administrative Affairs Approval 8/6/19
Procedural Update – Vice Chancellor for Business and Administrative Affairs Approval 8/7/26

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