September 19, 2007

TO: Deans, Directors, and Chairpersons

FROM: Mr. Laverne Washington

RE: Accountability for University Property

In an effort to improve the accountability of University Property, the Office of Property Records has implemented the following procedures to govern the use of property entrusted in the care of University employees:

1. Any University property that is lost, stolen, or missing must be reported to campus law enforcement. The department must complete a Report of Survey outlining the disappearance of the item(s). The University Police Department must submit written notification of investigation results to the Office of Property Records. A copy of the Police Incident Report must be attached to the Property Survey Report and submitted to the Property Office.

2. Upon the receipt of newly acquired equipment, the department must notify the Office of Property Records to tag and record the property. This includes items that are $1,000 or more with a life expectancy of one year or more. Under no circumstances should property be released or distributed to personnel until the equipment is properly tagged.

3. The removal of equipment from the University premises for the official use by University personnel requires prior written approval. An off-campus use form (give the title of the form) must be completed by the user and approved by the head of the department. This form includes the signature of the user acknowledging responsibility for the item(s), the date received, and the date returned. The item(s) must be inventoried once a year. The Office of Property Records will issue a permit to indicate the user and duration for use.

4. When equipment becomes obsolete, uneconomical, inefficient, or no longer serve a useful function, the department may declare the item(s) surplus. A Property Relocation request should be completed with the requested information and forwarded to the Property Office. Equipment acquired with Federal funds
requires prior written approval from the Vice President for Research. The Physical Plant Moving & Set-up section will take the appropriate action in relocating the equipment.

5. To help ensure adequate internal controls, each department should appoint a property designee to assist with keeping track of equipment assigned to the department. The property designee should maintain all files (transfers, relocations, surpluses) and a database of equipment reflecting the user(s).

Please institute these and any other measures that you deem necessary to ensure compliance and good stewardship of our resources.