

**Departmental
Movable Property
User's Guide**



Plant Services

Departmental Movable Property User's Guide

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Section 1. REGULATIONS

PURPOSE

Northwestern State University's Property Control Program was established to comply with the many rules, regulations and statutes established by the state and federal government to ensure propriety of movable assets owned or loaned to or by the State of Louisiana. These movable assets are entrusted to the care of the university and in turn entrusted to the care of the university's many Property Custodians. Specific policies and procedures are hereby established to assist the users of the property in the compliance with noted rules and regulations. This User's Guide has been established to direct the acquisition, disposition and tracking of all property meeting the state's criteria of taggable movable property. The Executive Director of University Affairs is designated and bonded as the university's Property Manager.

AUTHORITY NOTE: Property Control rules and regulations are promulgated in accordance with: Louisiana Revised Statutes. Specifically they are: R.S. 39:321, R.S. 39:326 and R.S. 39:331 — 332.
Louisiana Administrative Code: Title 34, Chapter VII.

HISTORICAL NOTE: State Property Control rules and regulations were promulgated by Office of the Governor, Division of Administration, and Property Control Section on August 20, 1976.

IF AGENCY IS FOUND IN NON-COMPLIANCE

The Commissioner of Administration shall have power and authority to make necessary and reasonable regulations and orders to carry out the provisions of these regulations when it serves the best interest of the State. The Commissioner shall have the authority to invoke any and all of the following actions when agencies are found to be in non-compliance with these regulations.

- Take action to restrict or acquire acquisition of movable property only on approval of the Commissioner until compliance with the movable property regulation is completed.
- Revoke or restrict purchasing authority for movable property.
- Contract, at the expense of the agency in non-compliance, the resources necessary to resolve the compliance problem.

POLICY DISTRIBUTION

This User's Guide will be published on the Plant Services website, <http://plantservices.nsula.edu/> in the User Guides section, and updates will be distributed via NSU Messenger.

1.01 Property Control Definitions

- A. **AGENCY** – any state office, department, board, commission, institution, division, officer, or other person, or functional group, heretofore existing or hereafter created, which is authorized to exercise, or that does exercise any function of the government of the state, excluding, however, any governing body or officer of any local government or subdivision of the state or any parochial officer who exercises functions coterminous with the municipality in which he performs those functions.
- B. **AGENCY PROPERTY MANAGER** – the officer or employee designated by the head of the agency as property manager for the agency (e.g., Executive Director of University Affairs).

- C. TAGGING THRESHOLD – the cost at which the State has designated that property Must be controlled (All items are tagged and tracked at or above \$1,000.00. Weapons and livestock are exception to this cost threshold). This includes any donated equipment with a value of \$1,000 or more.
- D. COMMISSIONER – the Commissioner of the Division of Administration.
- E. DIVISION – the Division of Administration for the State of Louisiana.
- F. HEAD OF THE AGENCY – the individual responsible for the administration and operation of the agency (e.g., University President).
- G. PROPERTY – all tangible non-consumable movable property owned by an agency with the exception of property specifically exempted by the Commissioner.
- H. PROPERTY CONTROL – Office under University Plant Services designated to handle movable assets records for the agency.
- I. PROPERTY CUSTODIAN – the department, section, or budget unit head of a department within an agency designated by the agency head through the property manager as the responsible party for all property within his or her area of operations.
- J. LPAA PROPERTY LOCATION INDEX – ([Exhibit VII](#)) an alphabetical or numerical listing of property custodian buildings and physical location maintained by Property Control.

NOTE: The LPAA Property Location Index is the same as the NSU Building Number.
- K. STATE PROPERTY CONTROL DIRECTOR – the individual in the State Property Control Section of the Division of Administration who has been designated by the Commissioner for the administration of the State Property Inventory Regulations.
- L. SURPLUS PROPERTY – any movable state property (tagged or untagged) which is deemed to be of no further use to an agency.

1.02 Appointment of Property Manager & Custodians

1. State Property Control Regulations were adopted August 20, 1976, pursuant to the regulatory authority extended by the Louisiana Revised Statutes, Title 39:321 through 39:332. The head of every State Agency is required to appoint an Agency Property Manager.
2. The Head of the Agency through the Agency Property Manger shall designate the budget heads as Property Custodians. In cases where a department has large amounts of property in more than one location, the Agency Property Manager may authorize the appointment of more than one Departmental Property Custodian. This authorization shall be in writing and granted only upon the Request of the department head.
3. The area of Vice President, or equivalent, and/or Property Custodian shall notify the Agency Property Manager in writing prior to the date any Departmental Property Custodian ceases to function in that position. The Agency Property Manager or his Designee and the Property Custodian shall conduct a random examination of the property inventory records under the jurisdiction of the Department of Building Property Manager shall approve the release of the

Departmental or Building Custodian from responsibility and liability or shall make a written report of any Defects in the records or damage to or shortages of property. In the event that the Agency Property does not receive notification before the exit of a Custodian, the Appropriate Vice President, or equivalent, or his designee will assume interim custody/responsibility for the department's inventory. In cases of damages to or shortages of property, the Agency Property Manager through the Commissioner shall take steps as are necessary to satisfy the claims of the State.

1.03 Responsibility

1. Each Property Custodian shall be the custodian of and shall be responsible for all the property within his department or area of responsibility until the Agency Property Manager approves his/her release. Custodians should notify the Property Control Office when they receive property that requires tagging.
2. Whenever a Property Custodian has the knowledge or reason to believe that any property of the Agency is lost, stolen, damaged, or destroyed through vandalism, fire, windstorm, or other Acts of God he shall immediately notify the Agency Property Manager, who will notify the Head of the Agency. The Head of the Agency, through the Agency Property Manager shall immediately notify the commissioner, through the State Property Control Director, and follow up with a written report. The State Property Control Director shall make an investigation and take necessary action as provided for in La. R.S. 39:330.
3. The Agency Property Manager, the Property Custodian or any other person to whom property is entrusted shall be liable for the payment of damages whenever his/her wrongful or negligent act or omission causes any loss, theft, disappearance, damage to or destruction of property of his agency for which he is responsible, and such damages shall be recoverable in a civil suit prosecuted on behalf of the state by the Attorney General.
4. Theft Prevention, All property custodians, through the Property Manager's office will be notified following a reportable theft, in writing, and will request a plan of action taken to reduce future incidents. Actions may include, but are not limited to 1) Re keying locks to sensitive areas, 2) Changing the type of lock used in those areas, 3) Placing cameras in problem areas, and 4) Educating department personnel about the security of property. We will identify and request a plan of action regarding a theft where it is identified as a high percentage, based on all thefts, or where repetitive thefts occur within one department.

1.04 Authorized/Unauthorized Use of State Property

1. The use of State property, materials, supplies, equipment, resources, etc., (tagged or untagged), for private use or personal gain, is prohibited by **the Louisiana Constitution of 1974, Article 7, Section 14**. State property entrusted to the agency, its officers, employees, volunteers, etc., shall not be loaned out or utilized for activities that are not sponsored or co-sponsored by Northwestern State University. Utilization of property for events seemingly unclear must have the approval of the President or appropriate Vice President, or equivalent. State Property of things of value of the State shall not be loaned, pledged, or donated to or for any person, association, or corporation, public or private.
2. Whenever a Property Custodian has knowledge or reason to believe that any state property, materials, resources, equipment, etc., has been used for private use, personal gain or otherwise alienated, he shall notify the Agency Property Manager immediately. The Agency Property Manager shall notify the Agency Head and seek approval for a proper internal investigation. In

the event that the allegation has validity, the Agency Property Manager shall notify the State Property Control Director to take necessary action.

1.05 Items of Property to be Inventoried

1. All items of movable property having an acquisition cost of one thousand dollars (\$1,000) or more, and certain gifts and other property having an appraised value of one thousand dollars (\$1,000) or more must be placed on inventory. Livestock and Weapons will be placed on inventory regardless of cost. The “movable” distinguishes this type of equipment from equipment attached as a permanent part of a building or structure. In addition, “movable property” is discerned from supplies as having a useful life of one year or more. For property control purposes, software will be considered as reference material and does not meet the criteria of movable property. All acquisitions of qualified items must be tagged with a State of Louisiana identification tag and all pertinent information forwarded to the Agency Property Manager within ten (10) days after the receipt of the items.

Tagging Threshold \$1000 NOTE: In most cases the tagging and recording procedure will be accomplished by the Receiving Department at the Central Receiving and Warehouse facility. Whenever property meeting the capitalization threshold is routed and delivered directly to a department, it is the responsibility of the area Property Custodian to notify the Agency Property Manager of receipt.

2. Gifts of movable property must be given an appraised fair market value and recorded in the inventory, if the fair market value is one thousand dollars (\$1000) or more. The intended donor Department Property Custodian must notify the Agency Property Manager in writing immediately of any notifications of the intent to receive a donation. The Agency Property Manager will perform an analysis of feasibility and comparative fair market value analysis. In turn he will prepare a recommendation and an “Act of Donation “, if applicable, and submit to the Agency Head for signatory and notarization. In the event that a donation is offered by a current, former or prospective vendor, the Agency Property Manager will notify the Director of Purchasing and in turn he will request an advisory opinion from the Ethics Commission and/or System Board
3. Agencies manufacturing movable property for use within the agency must determine the item’s cost based on the cost of labor and materials consumed in its manufacture and include such items in the inventory provided that cost is one thousand dollars (\$1000) or more. It is the responsibility of the Property Custodian that manufactures items meeting these criteria, to notify the Agency Property Manager in writing
4. Agencies, which are eligible to receive Federal Surplus Property, must place on the inventory all items acquired from Federal Surplus that would ordinarily be classified as movable property. There are Federal regulations regarding the accountability of Federal Surplus. If not familiar with these contact the Agency Property Manager.
5. Livestock acquired for breeding, dairy, and experimental purposes are classified as property and must be reordered in the inventory regardless of the value per animal. Animals acquired for slaughter need not be placed on inventory. When an agency acquires livestock by birth and determination is made that such animals will be used for breeding, dairy, or other experimental purposes, the animals shall be included in the inventory and noted as having been acquired by birth and given an appraised market value. Before fiscal year end, livestock acquired by birth and used for breeding, dairy, or experimental purposes will be re-appraised and the fair market value

adjusted on the inventory. When an agency acquires livestock by birth and determination is made that such animals will be slaughtered for food, the animals shall not be included in the inventory.

6. Vehicles are included in the property control system, but the responsibility for the coordination of the university's transportation is assigned to the Fleet Coordinator. (University Police Chief)

1.06 Marking and Identifying Movable Property Items

1. Each item which meets the definition of items of property to be inventoried as per [Section 1.05](#) of this manual must be identified with the uniform State of Louisiana identification tag which shall bear a unique identification number.
2. The Departmental Property Custodian shall ultimately be responsible for seeing that the property is tagged in accordance with State and internal regulations

The Property Custodian is responsible for the maintenance of property identification tags and the timely submittal of required information to the Agency Property Control Manager as prescribed in these regulations.

3. Livestock may be tagged in the ear, serialized microchip tagged, lip tattooed, or branded provided that the unique number is set aside. If there is any type of identification mark or tag already on the animal, such as bangs, brucellosis, etc., then up to the last twenty-four (24) numbers of such identification may be entered as the serial number provided the number has not been used before. Instead of the above, the identification number assigned to an animal by the titled department may be used for the serial number. Use the complete number if it is twenty-four (24) digits or less. In this case, a state property tag number will be assigned to each animal and will be set aside to avoid duplicate tag number. (See [Livestock Section 1.05.5](#))
4. If the item cannot have a State of Louisiana identification tag place on it for physical reasons, the identification number should be set aside and the identification number written on the item with indelible ink (in case of items of cloth), or the number inscribed on the item with a small engraving tool. Authorization must be given in writing by the State Property Control Director through the Agency Property Manager for any item that does not have a state identification mark due to extenuating circumstances.

1.07 Property Purchased with Federal Funds

Property purchased with Federal Funds are identified by the funding source.

1.08 Perpetual Inventory of Property

1. LPAA Property Location and Property Custodian LPAA Account Index – The Agency Property Manager shall establish and maintain a LPAA Property Location Index and a Property Custodian LPAA Account Index. The LPAA Property Location index may have up to five (5) alphanumeric characters and shall be used to keep track of the building location of the property of the agency.

NOTE: The LPAA Property Location Index is the same as the NSU Building Number.

Example: 00071 Roy Hall
 0088A T.E.C. Bldg. A

Property Custodian LPAA Account Index has Six (6) numeric characters and shall be used to keep track of assets assign to a Property Custodian.

Example: 101235 Education Dept.

The Agency Property Manager shall keep the LPAA Property Location Index for the agency current and shall submit to the State Property Control Director an up-to-date LPAA Property Location index with each annual certification.

- a. Creating, Maintaining, and Changing Building and Room Numbers:

Northwestern State University’s Asset Management and Property Control Office is responsible for assigning and maintaining the LPAA Property Location Index for the University’s buildings and their assigned NSU building and room numbers for both state and non-state owned buildings. Non-state owned can be either building or office space rented and leased. The LPAA Property Location Index, which is the same as the NSU building number, is used by Property Control to identify the physical location of an asset. ([See Exhibit VII – LPAA Property Location Index](#)).

2. Acquisition Report is used to submit all pertinent information on items acquired by the agency and defined in these regulations as items to be inventoried to the Agency Property Manager. The means of submitting the report shall be on a NSU Property Acquisition Report (*Exhibit I*). This report shall be routed to the Agency Property Control Office within ten (10) days of receipt of movable property. In most cases where the receipt is handled by Central Receiving, the physical tagging and form preparation shall be initiated by Central Receiving. Further completion of the Acquisition Report shall be accompanied by Property Control.
- a. Department – Enter title of Property Custodian LPAA Account Index to which care, custody and control will be assigned.
 - b. Property Custodian LPAA Account Index – This is a six- (6) digit code and is normally the same as your Banner Index (If in doubt, contact Property Control).
 - c. Description of item – Enter the most applicable description with main noun followed by a descriptive information. The principal noun should be listed first, then the most descriptive general word, followed by other essential words.
Example: Desk, Executive, Double Pedestal, Metal
 - d. Tag Number – Enter the last six- (6) numbers appearing on the State of Louisiana identification tag which has been placed on the item. The first five digits should remain constant, as 62200 is the University’s property agency number.
 - e. Acquisition (ACQ) Code – Enter code number for the most applicable transaction description shown in the upper block on the form as follows:
 - 1 Purchase – Items acquired new by the agency regardless of the source of funds
 - 2 Birth – Identifies livestock which, at birth, becomes state-owned property.
 - 3 Federal Surplus – Items acquired from Federal Surplus, where acquisition cost for an item is one thousand (\$1000) dollars or more.
 - 4 Donation – Items acquired by the agency or department through donation regardless of the source.
 - 5 Agency Mfg. – Items manufactured by the University, where the material and labor cost for an item is one thousand (\$1000) dollars or more.
 - 6 State Surplus – Items acquired from State Surplus Property.
NOTE: A State Disposition Transfer Document number is required.
 - f. Serial Number – The full alphanumeric digits of the manufacturer’s serial number is to be used. If there is no serial number, it is very important that it be reported. In cases of theft, the serial number is usually our only means of identification. If an item is received without a serial number, Property Control can and will uniquely serialize using a month, day, year, and item receipt serial number protocol. In cases where the receipt is conducted at Central Receiving, Property Control will perform this entire task.

- g. Building and Room Number – Building and room number information is filled in at time of delivery to the department by Central Receiving. The Department Property Custodian shall provide the building number in which the property is located. This code may be found in LPAA Property Location Index (*Exhibit VII*) section of this manual. The Departmental Property Custodian shall provide the room number in which the property is located. This number, in most cases, can be found on the entrance door or above the entrance door to the room. If the number is not on the door, refer to a reduced floor plan of the building in the Department Head’s office. If this is not available, contact the Physical Plant Director. Room numbers are critical to “Space and Risk Management”, which is partially assigned to the Physical Plant Office.
- h. Month/Day/Year – Central Receiving shall complete the month, day, and year the item was acquired.

NOTE: Banner’s Invoice Date has been designate as the governing date for the field. If the month cannot be established as in the case of a donation, an educated estimate shall be used.

- i. Banner Purchase Order Number – Central Receiving shall complete this part of the Acquisition Form. This can be found on shipping label, packing list or invoice.
- j. Funding and Accounting – Property Control shall complete this part of the Acquisition Form. Banner’s Purchase Order Line Item shall be matched to the corresponding Invoice for funding and other accounting information. Information to log on Acquisition Report is Banner Invoice Number, Banner FOAPAL (Index, Fund, Organization, Account, and Program). Banner’s Form FAIINVE will provide this information.
- k. Acquisition Cost – Property Control shall fill in the item’s acquisition cost. Acquisition cost are obtain from Banner’s Invoice form FAIINVE

1.09 Reporting Acquisitions

1. [Section 1.08.2](#), in reality translates into a step by step instruction of preparing a Movable Property

Acquisition Report. (*NOTE: In most cases where the receipt is conducted at Central Receiving, Central Receiving and Property Control will perform this entire task*). It remains the responsibility of the Property Custodian to report any receipts not routed through Central Receiving! This form is an implement for adding records into one or both inventory database system used by NSU. If it is an item costing \$1,000 or more, or one of the exceptions, it is added to Louisiana Property Assistance Agency (LPAA) database for tracking and annual certification as required by the state. Failure to report items that were not processed through Central Receiving can lead to assets been added into the system beyond 60 days. Item entered after 60 days will appear on a late addition report that is used by the State’s Legislative Auditor for compliance.

1.10 Donations

Northwestern State University has two types of donations:

1. Donations from clubs or nonprofit organizations, which raise money for the purpose of buying items for NSU. This type of donation requires a copy of the invoice for the item(s) purchased.
2. Donations from private individual or company that may be seeking a tax credit. This type of donation requires a notarized Act of Donation form, and a Statement of Approval of the donation from the agency's Chief Financial Officer.
3. Donations to the Northwestern State University Foundation do not constitute a donation to the University. The Foundation is a separate non-profit legal entity that supports the University. Likewise, any donation to the University is not a donation to the foundation. Donations tended for the foundation should not go through the University.

1.11 Annual Physical Inventory Requirements

1. Direct/Coordinate – The Executive Director of University Affairs, who is the agency's designated Property Manager, directs and supervises the taking of a complete agency physical inventory by department each fiscal year. The Departmental or Building Property Custodian shall each year, upon notification by the Agency Property Manager, conduct a physical inventory of the property under the care, custody, and control of their department or in their area of responsibility. The Departmental or Building Property Custodian is responsible for recording the true and actual results of the physical inventory.
2. Notification – The Agency Property Manager shall notify the Departmental Property Custodian via Annual Property Inventory Memorandum (Exhibit IX) from the Agency Head, when the physical inventory shall begin. At that time, Property Control will send each Property Custodian a copy of the LPAA Asset Certification Report (Exhibit X) showing what the State's Master file has recorded as the property inventory for each particular area of responsibility. Physical inventory updates shall be made directly on a this report. However, addendum sheet can be used to list any addition information needed in reporting. The Agency Property Manager, State Property Control Director, the Commissioner, or their representatives may supervise or observe all or any part of any inventory process.
3. Submittal – The Departmental Property Custodian shall
 - Mark clearly any building and room changes or any discrepancies.
 - Mark clearly on the inventory listing the item(s) not located.
 - Submit a Movable Property Transaction Request form that verifies that the item(s) is not located and what the custodian thinks happen to the item.
 - Report any item(s) meeting the tagging threshold that does not display a property tag.
 - Report any item(s) with a tag that does not appear on the inventory list.
 - Submit the true and actual results of the physical inventory to the Property Control Office on or before the deadline. Deadline date can be found on the Inventory Memorandum from the agency head.

4. Certification – On the copy of your physical inventory sheet (Asset Certification Report) that is designated for return to the Agency Property Control Office, you will find the following certification:

I do hereby certify that the information entered on this inventory report represents to the best of my knowledge, a true and accurate accounting of all movable property having an original cost of \$1000 or more, owned and/or used in my area of responsibility as of 01/01/”current year”

DATE _____ : SIGNATURE: _____

(PROPERTY CUSTODIAN)

Record your results on the copy attach an addendum of items not listed on the inventory sheet; attach a “MPTR” form listing items not located with an explanation of loss and submit to Property Control on or prior to deadline.

- 5. Unlocated Property/Discrepancies – The Agency Property Manager will forward to the Agency Head a detailed list of the university’s discrepancies prioritized by Property Account. The Agency Head shall instruct the appropriate Vice Presidents, or equivalent, to request a letter of explanation of loss from Property Custodian and a detail account of what will be done to circumvent future loss. The appropriate Vice President, or equivalent, will forward a copy of it to Property Control for insertion into the Certification and Account Files.
- 6. Agency Certification – The Executive Director of University Affairs must submit the Annual Agency Certification to the State Property Control Director on or before the anniversary of the prior year’s certification. Copies of the current and three prior year’s discrepancy must be included in the packet. In addition, disposition documents for the third previous year’s discrepancy along with a copy of the last page of the State’s Master file printout must be included. Property Control keeps a second copy of the Certification for review by internal or external auditors if requested.
- 7. Audits – In order to insure the integrity of the Physical Inventory Certifications and create a higher level of awareness in the university community. The Property manager through the Control Section will perform random audits and others based on professional judgment. The results of the audits will be submitted to the Agency Head and the appropriate Vice Presidents or equivalent, Internal Auditor, Deans and/or Department Heads. The appropriate Vice President, or equivalent, will advise the Agency Property Manager in writing, on the steps taken by the Property Custodian to reconcile and circumvent future discrepancies. If strong improprieties are noted, (such as Property alienation) the Agency Property Manager will immediately notify the Agency Head. The Agency Head will advise the Property Manager to notify the State Property Control Director and initiate an internal investigation
- 8. Individual Penalties – “each person to whom property is entrusted and receipted for as provided in these regulations shall be liable for the payment of damages whenever his wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage to or destruction of property of his agency for which he is responsible as provided herein, and such damages shall be recoverable in a civil suit therefore prosecuted on behalf of the state by the attorney general.”
- 9. Agency Penalties – “The Commissioner shall have the authority to invoke any and all of the following actions when agencies are found to be in noncompliance with these regulations.
 - a. Call in the good faith performance bond of respective property manager (s).

- b. Take action to restrict or require acquisition of movable property only on approval of the Commissioner until compliance with the movable property regulation is completed.
- c. Revoke or restrict purchasing authority for movable property.
- d. Contract, at the expense of the agency in noncompliance, the resources necessary to resolve the compliance problem.”

AUTHORITY NOTE: Louisiana Administrative Code Title 34, Louisiana Revised Statutes;
Title 39:321 through 39:322, Constitution of the State of Louisiana,
University Plant Services User’s Guide

Section 2. TRANSACTIONS: DISPOSITION, MOVES, RELEASE FOR REPAIRS, HOME USE

2.01 Definitions/Abbreviations

1. MOVABLE PROPERTY TRANSACTION REQUEST FORM (MPTR FORM) – (*Exhibit III*) Form utilized by the Property Custodian to request that specific property be Surpluses, Change of Location, Dept. transfer, or Not Located/Missing. Request to sale as is where is, scrapped, dismantle, or slaughtered will be requested and submitted by Property Control to LPAA.
2. TRANSFER – State Property Control disposition authority; an on line process on Louisiana Property software system Incircuit.
3. DATA SANITIZATION – Cleaning, Purging and Destruction of data from any electronic device or media by approved methods outline in The Office of Technology Service policy # IT-STD-1-17.

2.02 Disposition

1. No property of any agency shall be sold to any person or legal entity or otherwise alienated, or be transferred, assigned or entrusted to any other agency without the written permission of the commissioner through an approved State Property Transfer
2. To surplus tagged or un-tagged property, the Departmental Property Custodian must fill out a Movable Property Transaction Request form and submit it to Property Control Office. Property Control will review and approve or disprove the request.
For the request to proceed forward “Prior” approval from Property Control is mandatory. Once surplus is received at University’s Property Surplus Warehouse, Property Control will review for best course of action to be taken. One of the following disposition types can be requested from Louisiana Property Assistance Agency.

- a. Transfer to LPAA
- b. Scrap
- c. Transfer to another agency
- d. Dismantle for parts
- e. Sale as is
- f. Loan out to another state agency

Property Custodians must exercise good judgment in the care, custody and control of a surplus item until they are released of responsibility by signatory from the Agency Property Manager or his designee.

3. Prior approval from the State Property Control Director is required for all of these dispositions request.

3. When the Department or Property Custodian has knowledge or reason to believe that any property is lost, stolen, damaged, or destroyed through vandalism, fire, windstorm, or other Acts of God, the Property Custodian or Department Head shall immediately upon their knowledge proceed with the following action.
 - a. Property Custodian shall notify the Agency Property Manager with a MPTR (Movable Property Transaction Request) Form
 - b. Property Custodian or Department Head shall notify University Police so a report can be done.
4. Once University Police has completed their report the Police Department shall:
 - a. Proceed with an investigation if it is warranted.
 - b. Forward a copy of the police report to Property Control.
5. Property Control will compile the information from the MPTR from the Department and Police Report and will proceed as follows:
 - a. Forward information to Agency Head
 - b. Report to the State Property Control Director.
 - c. If theft by forced entry or act of god, prepare a transfer to remove from system
 - d. Item is placed in un-located year of the certification if property is theft by non-forced entry. Note property must remain on books for three year as un-located before the agency can remove it.
 - e. File in the un-located file of the certification year for future review.
6. The Agency Head
 - a. Report to Legislative Auditor
 - b. May request explanation and plan of action from Property Custodians.
7. Property Custodians involved may also be required to provide the following:
 - a. Explanation to Property Control and The Agency Head of how this thefts or non-forced entry lost occurred.
 - b. Provide a plan of action to reduce or prevent future incidents.

2.03 Disposition of Electronic Media Equipment

On November 5, 2014 the Louisiana Property Assistance Agency and the Office of Technology Services establish the data sanitization policy. The Scope of this policy is to outline approved methods of sanitizing and surplus of electronic device or media owned, managed, leased or utilized by the agency. Louisiana Property Assistance Agency policy # POL-201401 outlines this process.

1. Certificate of Data Sanitization ([Exhibit II](#)) must be completed by the agency's IT technician(s) actually performing the sanitization. At a minimum the technician(s) will include the asset number, serial number, asset description, media type, sanitization status code, date of sanitization, and the last four digits of their Social Security/Employee ID number. The IT technician(s) is/are required to sign for each piece they personally sanitized. The IT technician's immediate supervisor will then sign affirming the work has been done. The agency's property control office will complete the document by including the transfer number and signing the form.

A Data Sanitization Label must be affixed to all sanitized electronic media. At a minimum, the label will have the word "Sanitized", the technician(s) initials, and the date of sanitization. A Data Sanitization Label must be physically affixed to every item approved for surplus before LPAA's staff will accept the item into its inventory.

2. To surplus electronic media equipment the property custodian must first have the data sanitization process done as stated above in [section 2.03.1](#). Once the data sanitization process has been completed the equipment may then be surplus in the normal manner outline in [section 2.04](#)

2.04 Trade-In of Equipment

There are some property items that may have a trade-in value. When studying the possibility of trading in a piece of equipment for the purchase of a new piece of equipment, please contact Property Control Office. There are specific directions that must be followed for such a transaction to occur. A trade-in cannot occur until permission is received from the Louisiana Office of Property Assistance.

2.05 Movable Property Transaction Request (MPTR) Form Policy and Instructions for Moves ([Exhibit III](#))

1. This form is the means by which a Property Custodian receives written approval for the disposition or relocation of all items of state property.

NOTE: The President or appropriate Vice President, or equivalent, can override or initiate a MPTR Form for any department

2. This form is a REQUEST from a Property Custodian and is not, in any case, to be considered an approval for any action until an approved signed copy is returned by the Agency Property Manager.
3. The Agency Property Manager shall either approve or disapprove each transaction request.
4. Inter-Agency Moves and/or Transfers – Moves or transfers requiring the physical task be performed by Property Control will transact as follows
 - a. A Property Control will forward the MPTR request to Physical Plant for scheduling with the university moving contractor. The requesting Property Custodian is to save or print out a copy for their records.
 - b. The contractor will contact the requesting Property Custodian to move property.
 - c. The agent of the contractor shall sign the MPTR Form "Person Making Delivery/Pick Up". at the time of the move.
 - d. Upon receipt by the receiving Property Custodian, the university's moving contractor must secure a signature from the receiving Property Custodian on the MPTR Form under "Received by:". The receiving Property Custodian is to make copy for their records as receipt of property.
 - e. Upon receipt of the "MPTR" with all signatures, Property Control will post all applicable changes to the LPAA's database. Property Control will make copy of the MPTR and file one in the requesting agent's and receiving agent's file.

5. Inter-Agency Moves and/or Transfers – Moves and Transfers not requiring physical moving work order (e.g.; to be moved by department, title transfer only, etc.) will transact as follows:*Requesting Property Custodian prepares MPTR Form listing; description of item, State Tag number, Serial number (if available), new location requesting to move to, present location, type of transaction (transfer or location change), requesting and receiving Property Account titles/codes and signed by the requesting Property Custodian. The Property Custodian saves copy of there submittal request.*
6. *Email to Property Control.*
7. *Upon receipt at Property Control, the Property Manager or designee will research and insure that the questioned property is under the care, custody, and control of the requesting Property Custodian.*
 - a. *Valid Request Property Control approves and emails back to the requesting agent. NOTE: Property Control will print out a copy of the “MPTR” form and place in pending file.*
 - b. *Invalid Request Form disapproved and returned with notation as to the problem (copy is retained in Property Control for file).*
8. *Requesting Property Custodian receives the MPTR form “approved” by Property Control and now has the authorization to relocate and/or transfer the item to another Property Account.*
9. *At the time of the actual physical transfer, the receiving Property Custodian signs and notes the new location on the MPTR. Next the receiving Property Custodian has to sign and update all information on the MPTR and save a copy for there files. Receiving Property Custodian will now email the completed MPTR back to the Requesting Property Custodian. The Requesting Agent will now save a copy of the completed form and also forward back to Property Control (Note: The property will remain under the requesting agents inventory pending receipt of the MPTR with all required signatures).*
10. *Property Control will update the LPAA's Database to reflect requested changes. This completes the transaction for each of the departments or buildings involved.*

2.06 Authority to Release Equipment for Repair ([Exhibit IV](#))

1. This form must be completed when a piece of capitalized equipment is released to another department or company for repairs. The form is mainly for departmental use, but a copy must be forwarded to the Property Control office. The form is used to assist the Property Custodian in tracking equipment that is sent for repairs. It also serves as a hand receipt in case of audit.

It is required herein, that all shipments of property, for repair or replacement, be coordinated through Property Control for proper documentation and insurance requirements. The state tag number must appear on the Shipping Request Form. If it is known prior to shipping whether, the authorized dealer will replace the unit with a new unit of equal or higher value, Property Control must be notified in writing on *Exhibit IV* contained herein and noted on the Shipping Request therefore stating those terms.

2.07 Home Use/Temporary Removal of State Property ([Exhibit V](#))

1. Faculty and Staff – No property of this agency shall be removed from its assigned and documented location without the written approval of the employee’s department head and the agency property manager. State owned property cannot be used of personal gain. Any equipment sign out for home use must be for official university business or function only. A copy of the approved form must accompany the equipment at all times. Form Request for Temporary Removal of State Movable property shall be completed when requesting a temporary (less than one year) removal of State Property from its assigned location. Any loss resulting from this transaction shall be recoverable in full at the Acquisition Cost from the requesting employee. Specific preparation instructions are contained thereon. (*Exhibit V*).

2. Students – No property of this agency shall be removed from its assigned and documented location without the written approval from the Property Custodian /Department head, and the agency property manager. State owned property cannot be used of personal gain. Any equipment sign out for home use must be for official university business or function only Each department property custodian wishing to check state owned equipment out to student must maintain a sign out and return form in the department. The form must be kept in the department at all times and made available for review by the agency property manager, state and internal auditors. Each department may have there on unique needs are requirements therefore it is up to the department to develop there own form. The sign out sheet must include but not limited to the following information:
 - Student’s Campus Wide ID #
 - Printed Full Name
 - Student Signature
 - Phone Contact Number
 - Department’s Property Custodian signature
 - State Tag Number (if available)
 - Description of Equipment
 - Full Serial Number from the equipment
 - Sign Out Date
 - Return/Due Date
 - Purpose of Use

AUTHORITY NOTE: Louisiana Administrative code Title 34, Louisiana Revised Statutes; Title 39:32

1 through 39:332, Constitution of the State of Louisiana, University Plant Services User’s Guide, NSU Faculty Handbook, Board of Trustees.

2.08 Loans

Loan out to other state agency and/or nonprofit organizations

1. A Cooperative Endeavor Agreement must be written between the two parties involved.
2. The Cooperative Endeavor Agreement must include:
 - The full name and address of the two agencies.
 - State the purpose of the loan
 - State the time frame of the loan
 - Include a list of equipment under this agreement
3. A copy of the Cooperative Endeavor Agreement is then sent to LPAA for approval.
4. Once approved by LPAA, the agreement may be carried out.
5. A copy of the Cooperative Endeavor Agreement must be kept on file in both the Department and Property Control for review, if requested.

Section 3. LIVESTOCK POLICIES AND PROCEDURES

3.01 Purpose and Scope

This procedure outlines the method of physically handling an accounting for the acquisition, disposal (Sales of Cattle, Death of Animal) and end of year procedures relative to state owned livestock.

3.02 Acquisition/Birth Procedures

1. When an agency acquires livestock by birth and a determination is made that such animal will be used for breeding, dairy, or experimental purposes the animal will be added to the inventory and assigned a tag number by the Property Custodian or his designee. Animals acquired for slaughter need not be placed on inventory. Livestock may be tagged in the ear with a plastic tag, serialized microchip tagged, lip tattooed, or branded, provided that unique tag number is set aside. If there is any type of identification mark or tag already on the animal, such as bangs, brucellosis, etc., then this identification may be entered as the serial number, provided the number has not been used before. Instead of the above, the identification number is assigned to an animal by the titled department may be used for the serial number.

NOTE: All purchases must conform to the State's procurement code

2. Property Custodian assigns a state property tag number to each animal. Said tag must be set aside to avoid duplicate tag numbers. Assigned tag must cross-reference to number utilized as serial number.
3. Complete Livestock Record: ([Exhibit VI](#))
 - a. Date Record established
 - b. NSU I.D./Serial Number (brand, tattoo, microchip, ear tag number)
 - c. State Tag Number.
 - d. NSU I.D. number location (right rear flank, ear, lip, etc.)
 - e. Type (tattoo, brand, ear tag, microchip, etc.)
 - f. Description of animal
 - g. Sex of animal
 - h. Acquisition date (birth or purchase)
 - i. Age (if purchased)
 - j. Purchase cost or estimated value (estimate only if acquired by birth)
 - k. Method of disposal
 - l. Date of disposal
 - m. Prepared by (Property Custodian or Designee)
 - n. Complete a Movable Property Acquisition Report (Enter the identification number in the serial number column). Reference [Section I 1.08.2](#).
 - o. Route Movable Property Acquisition Report with Property Control Manager and file delivery copy in department's records.

3.03 Disposal – Sale of Livestock

1. The Property Custodian files a MPTR at least fifteen (15) days before the anticipated sale date with the Property Control Manager. A licensed auctioneer at a public auction must conduct all sales.

The MPTR must state clearly:

- a. Animal's Description
 - b. State Property Tag Number
 - c. NSU I.D. Number (Serial Number)
 - d. Date, Time, and Location of Sale
2. DISAPPROVED MPTR returned to requesting Property Custodian with Explanation.
 3. APPROVED MPTR returned to requesting Property Custodian to proceed with sale.
 4. Upon receipt after the sale, forward a copy of the auction barn's ticket with a Copy of the check and the check stub to Property Control.

NOTE: Forward all originals to the Office of Business Affairs for proper deposit in department's

account. Keep a copy of documentation for the file.

6. Upon receipt of documentation noted above. Property Control will do a transfer on line in the Louisiana Property software system to remove the Livestock from the department's inventory.

3.04 Disposal – Death of Livestock

1. Upon notification or knowledge of animal's death, the Property Custodian Shall files a verbal report with the Property Control Manager and request verification.
2. The Property Custodian must follow through with written notification via A MPTR form designating the proper animal and its related state tag and NSU I.D. number. A statement as to the probable cause of death must be included.
3. The University Veterinarian shall submit a memo as to official cause of death.
4. The Property Control Manager or his designee, shall make a site visit and photo the deceased animal for confirmation and verification.
5. The Property Custodian shall dispose of the animal in accordance With Federal, State and local ordinances, statutes, etc.
6. Upon receipt of MPTR form, Property Control will submit accumulated Data and a Transfer to Division for removal of the Livestock from the department's inventory. Approval of transfer will transact removal from master file.

3.05 Annual Re-Appraisal of Livestock

1. Around the middle of December of each fiscal year, Property Custodians will receive a “re-appraisal” letter along with their Annual Physical Inventory Print Out from the Property Manager listing those Animals that meet criteria for re-appraisal, when applicable.
2. The Property Custodian shall review the growth and health of each animal Factor in the current market value and note the increase or decrease in the Animal’s estimated current value. This information must be submitted to the Property Manager with their Annual Departmental Certification.
3. The Property Manager, upon receipt, shall update the master file records accordingly. In turn, said values will be submitted with the year-end property report to Business Affairs.

AUTHORITY NOTE: Louisiana Administrative Code Title 34, Louisiana Revised Statutes: Title 39:321 through 3:332. Constitution of the State of Louisiana, University Plant Services User’s Guide, NSU Faculty Handbook. Board of Trustees Rules:

Section 4. EXHIBITS

4.01 Exhibit I – Movable Property Acquisition Report

[Movable Property Acquisition Report - Sample](#)

4.02 Exhibit II – LPAA Certification of Data Sanitization Form

[LPAA Certification of Data Sanitization Form](#)

4.03 Exhibit III – Movable Property Transaction Request

[Movable Property Transaction Request - Sample](#)

4.04 Exhibit IV – Authorize to Release Equipment for Repairs

[Authorize to Release Equipment for Repairs](#)

4.05 Exhibit V – Request for Temporary Removal of State Movable Property

[Request for Temporary Removal of State Movable Property](#)

4.06 Exhibit VI – Livestock Record

[Live Stock Record- Sample](#)

4.07 Exhibit VII – LPAA Property Location Index

[LPAA Property Location Index](#)

4.08 Exhibit VIII – Property Custodian LPAA Account Index

[Property Custodian LPAA Account Index](#)

4.09 Exhibit IX – Annual Property Inventory Memorandum



NORTHWESTERN STATE
OFFICE OF THE PRESIDENT

CASPARI HALL - SUITE
NATCHITOCHE, LA 71
(P) 318-357-6
(F) 318-357-4

MEMORANDUM

DATE: DECEMBER 7, 2015
TO: NSU PROPERTY CUSTODIANS
FROM: DR. JIM HENDERSON
PRESIDENT
RE: ANNUAL PROPERTY INVENTORY

In compliance with *Louisiana Revised Statutes, Title 39, sections 321 through 332, and the State Property Control Regulations*, we will conduct our annual physical inventory of movable equipment during the period January 4, 2016 through February 26, 2016.

You will be provided one copy of your departmental inventory. It will note "Property Control" and display a certification statement at the end of the listing. Use this copy to conduct the inventory and record any building and room changes, discrepancies, etc., in a legible manner, sign the certification statement, and return to Property Control. Please make and retain a copy for your files. Also, an addendum listing of property found in your area but not listed on your inventory must accompany the certification copy to Property Control.

Any items, which were not located after a thorough search, shall be listed on a "Movable Property Transaction Request" form as "**NOT LOCATED**". The form shall be signed by the Department Property Custodian and submitted with the physical inventory. An explanation must accompany the inventory copy to Property Control as to what is believed to have happened to those items.

In order to process and compile the results of our University's physical inventory, all documents shall be completed and delivered by February 26, 2016. Deadlines that are mandated by the Divisions of Administration do not allow for delinquency. Mr. Hovey Harrell has been instructed to provide me with a list of department custodians failing to meet this deadline.

Please refer any question to Hovey Harrell or John Carter at 5152 or 6800. Your prompt actions and thoroughness are appreciated.

cc: LPAA
Hovey Harrell

SAMPLE



4.10 Exhibit X – Asset Certification Report

Asset Certification Report										
Location:										
Asset	Description	Serial Number	Building	Floor	Room	Person	UnlocYr	Current Cost	Original Cost	
82200-089166	PRINTER, LASERJET HP CE906A	4509020594	S08159	402	00053	00122		2,442.00	2,442.00	
82200-089167	PRINTER, LASERJET HP CE906A	4509048383	S08159	402	00053	0122A		2,442.00	2,442.00	
82200-089175	PRINTER, HP LASERJET M802DN	CNDCG7H19N	S08159	402	00053	0122A		1,149.00	1,149.00	
82200-089176	PRINTER, HP LASERJET M802DN	CNDCG7H19K	S08159	402	00053	0122A		1,149.00	1,149.00	
82200-089177	PRINTER, HP LASERJET M802DN	CNDCG7H19P	S08159	402	00053	0122A		1,149.00	1,149.00	
82200-089178	PRINTER, HP LASERJET M802DN	CNDCG7H19H	S08159	402	00053	0122A		1,149.00	1,149.00	
82200-089246	COMPUTER, LAPTOP DELL E6540	GC3QJ12	S08159	402	00053	00105		1,309.00	1,309.00	
82200-089247	COMPUTER, LAPTOP DELL E6540	5B3QJ12	S08159	402	00053	00105		1,309.00	1,309.00	
82200-089248	COMPUTER, LAPTOP DELL E6540	3D3QJ12	S08159	402	00053	00105		1,309.00	1,309.00	
82200-089249	COMPUTER, LAPTOP DELL E6540	5M3QJ12	S08159	402	00053	00105		1,309.00	1,309.00	
82200-089250	COMPUTER, LAPTOP DELL E6540	1F3QJ12	S08159	402	00053	00105		1,309.00	1,309.00	
82200-089251	COMPUTER, LAPTOP DELL E6540	FL3QJ12	S08159	402	00053	00105		1,310.00	1,310.00	
82200-089252	COMPUTER, LAPTOP DELL E6540	8C3QJ 12	S08159	402	00053	00105		1,310.00	1,310.00	
82200-089253	COMPUTER, LAPTOP DELL E6540	487QJ12	S08159	402	00053	00105		1,310.00	1,310.00	
82200-089254	COMPUTER, LAPTOP DELL E6540	6D3QJ12	S08159	402	00053	00105		1,310.00	1,310.00	
82200-089255	COMPUTER, LAPTOP DELL E6540	JQ1QJ12	S08159	402	00053	00105		1,310.00	1,310.00	
82200-089259	COMPUTER, LAPTOP DELL E6540	3CV7M12	S08159	402	00053	00105		1,309.00	1,309.00	
82200-089302	COMPUTER, LAPTOP E6540	TRFSN12	S08159	402	00053	00142		1,309.00	1,309.00	
82200-089303	COMPUTER, LAPTOP E6540	TZFSN12	S08159	402	00053	00141		1,310.00	1,310.00	
82200-089355	COMPUTER, DELL 9020	6VS8S22	S08159	402	00053	00135		1,501.59	1,501.59	
82200-089762	SCANNER, HP SCANJET PRO 3000S2	CN517D9022	S08159	402	00053	00127		390.00	390.00	
82200-089942	SCANNER, HP SCANJET 3000 S2	CN526D9106	S08159	402	00053	00140		390.00	390.00	
82200-090214	SCANNER, HP 3000S2	CN540E9260	S08159	402	00053	00131		390.00	390.00	
82200-090215	PRINTER, LASERJET HP M804N	CNBCH8419Z	S08159	402	00053	00341		594.00	594.00	
82200-090463	SCANNER, HP SCANJET 3000S2	CN55TF9615	S08159	402	00053	00129		374.40	374.40	
82200-090464	SCANNER, HP SCANJET 3000S2	CN55TF9615	S08159	402	00053	00121		374.40	374.40	
Total for Location:										
Total Assets:										
Total Current Acq Cost :								\$ 285,830.39		
Total Orig Acq Cost:								\$ 285,830.39		

I do hereby certify that the information entered on this inventory report represents to the best of my knowledge, a true and accurate accounting of all movable property having an original cost of \$1000 or more, owned and/or used in my area of responsibility as of 01/01/"current year"

DATE _____ SIGNATURE: _____

(PROPERTY CUSTODIAN)