Purpose

• Share information regarding the fixed assets program with campus constituents

• Solicit feedback from campus community to help improve interaction with and performance of Physical Plant
Agenda

• Background
• Policy
• Roles
• Procedures
• Developments
Background

The process of accounting for loss, damage, destruction, disposal, theft, trade-ins, sale and/or the transfer of University assets is governed by Government Code Section 13400 et seq., the State Administrative Manual sections 3520 and 8600, and CSU Executive Order 649.
Policy Statement

• Fixed Assets are inventoried, safeguarded, maintained, and controlled as per our campus policy.

• Fixed Assets valued at or above $5,000 and/or categorized as High-Risk are accounted for every three years and disposition must be approved by the University Property Survey Board.

• University Faculty, Staff and Administrators shall abide by this directive.
Definitions

• Fixed Assets are defined as tangible, non-consumable items valued at or above $500. They typically last longer than a year and are not permanently attached to a facility. The value includes the purchase price as well as the costs to acquire, install, secure, and prepare the item for its intended use.

• High-Risk Assets are items portable, marketable, easily utilized for personal gain, and/or repeatedly lost/stolen as determined by the University President.
High Risk Items

Non-Capitalized items valued over $500:
• Laptop Computers
• Portable Electronic Devices, such as Blackberries
• Desktop Computers
• Vehicles
• Projectors
• Cameras
• Displays (TV/Monitors)
Roles & Responsibilities

- University President
- Property Survey Board
- Physical Plant
- Campus IT
- Finance Department
- Police Department
- University Advancement
- Appropriate Administrators
University President

• Assures appropriate stewardship of fixed assets considering the University’s environment, historical losses, high-risk property, and costs versus benefits

• Classifies assets as high-risk on an annual basis after considering associated costs
Property Survey Board

- Evaluates the loss, damage, destruction, disposal, theft, trade-ins, sale, and/or transfer University assets valued at or above $5,000 or considered high-risk
- Executes Property Survey Reports
- Actively supports the application of the Fixed Assets Policy and communicates related issues within respective Division
Physical Plant

• Responsible for managing the Fixed Assets Program:
  – Conducting Physical Inventory
  – Preparing High-Risk Assets list
  – Maintain a complete and accurate inventory
  – Provide recommendations to the Property Survey Board regarding disposition of assets
Campus IT

• Responsible for managing Information Security:
  – Conducting Physical Inventory of all items containing data
  – Maintain a complete and accurate inventory
  – Duplication of effort?
Finance Department

• Maintains capitalization and depreciation schedules of University assets
• Completes financial reports related to property
• Reports changes to the University property ledger
• Provide procurement information to identify all fixed assets
Police Department

• Maintains comprehensive knowledge of effective assets security measures
• Supports Appropriate Administrators to protect assets as needed
• Investigate thefts
• Communicate disposition of stolen assets
• Responsible for firearms
University Advancement

• Report the receipt of property gifts by the University Gift Acceptance Committee
  – Equipment
  – Art Work
Appropriate Administrators

• Ensure appropriate stewardship of assets they approve for purchase and/or utilized by their department
  – Stresses the importance of Fixed Assets Program
  – Monitors usage and disposition
  – Communicates related activities with Physical Plant
  – Ensures appropriate controls including all fixed assets with a value greater than $500
  – Conducts inventories as necessary
Procedures

Purchase, Inventory and Disposal:

• Contracts & Procurement

• Physical Plant
  – Fixed Assets Manager
  – Inventory Clerk

• Appropriate Administrators
  – Stewards
  – Custodians
Purchase

• Procurement Method
  – PO
  – PCard

• Shipping & Receiving
  – Direct Delivery

• Reporting
  – Danny Miranda
  – James Stroh

• Tag/Barcode
Physical Inventory

• Conduct once every three year
• Assets at or above $5,000 or High-Risk
• Develop schedules
• Contact Appropriate Administrator
• Physical Inventory
• Update inventory records
Departmental Reports

- OBIEE Reports
Disposal

• Request for disposition from Appropriate Administrator
• Prepare Survey Report
• Property Survey Board approval
• Disposal
  – Sale
  – Destruction
  – Donation
## Property Survey Report

**State of California**

**Property Survey Report**

**Model Year / Manufacturer / Make Serial Number:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity Delivered</th>
<th>State Identification (Tag) Number</th>
<th>Year Purchased</th>
<th>Original Cost (if Known)</th>
<th>Present Condition Code</th>
<th>Trade-In Price Offered</th>
<th>Price Received (if known)</th>
<th>Receipt Number</th>
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**(1)** Property Tag Number is ___

**(2)** Do not obtain bids on trade ins. Estimate price offered is ___

**(3)** Amount allowed if traded in for cash is ___

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**Disposal Codes (if lost, stolen or destroyed, DGS Review is not required):**

1. Trade-In (show trade-in price offered)
2. Sale (show sale price)
3. Valuable for sale (to be legally recovered by DGS)
4. Lost, stolen, or destroyed (show description for recovery)
5. To be cannibalized (disassembled for parts)
6. Imhoff to天才 (will not be recycled or donated for use)
7. Donation to an eligible public school, public school district or public organization (see section 624 for instructions)
8. Shift to property reuse program (no poor or junk material)
9. Donation of supplies for schools or programs
10. Universal waste (purchased or recycled; use a waste)
11. Do not dispose of any electronic equipment in a landfill

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**Approved by Property Disposition Board**

The above statements regarding state property are true and correct. Culpable negligence (check appropriate box)

- [ ] was
- [ ] was not

Involved in loss, theft, or damage; the disposal proposed is best for the public interest.

**Certification of Disposition**

The above described property was disposed of as follows:

- [ ] Disposal Date

- [ ] Name of officer/describing disposal of the property

- [ ] Title

- [ ] Date

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**Reviewed by Dept. of General Services**

For DGS review, transmit to

Department of General Services
Office of Real Estate Mgmt, 11200 National Drive
Sacramento, CA 95834
(916) 445-3600

For all vehicles and/or mobile equipment, send to

Department of General Services
Office of Real Estate Mgmt, 11200 National Drive
Sacramento, CA 95834
(916) 445-3600
Current Developments

- Policy/High-Risk Items
- Bar-Coding
  - Efficiency
- Data Warehouse
  - Central Location
  - Outside CMS
  - Easily accessible
  - Combined with IT
Asset Management Data Flow
Questions?

*Please complete the Feedback form*
Resources

- Government Code Section 13400 et seq
- State Administrative Manual Section 3520
  http://sam.dgs.ca.gov/TOC/3500/3520/3520.htm
- State Administrative Manual Section 8600
  http://sam.dgs.ca.gov/TOC/8600/8600.htm
- CSU Executive Order 649
  http://www.calstate.edu/EO-649.pdf
- Fixed Asset Policy
  http://pp.fullerton.edu/Information/FixedAssets.aspx
- Property Survey Report