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**PROPERTY EQUIPMENT PROCEDURES MANUAL
CALIFORNIA STATE UNIVERSITY, FRESNO
PROCUREMENT & SUPPORT SERVICES
December 1, 2017**

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1.0 OBJECTIVE

Fresno State adheres to CSU ICSUAM policy sections 3150 and 3250 and to the CSU Administration of University Property Equipment Procedures manual pertaining to acquisition, use and disposition of equipment. Chancellor's Executive Order 649 delegates authority to campus presidents to establish and maintain a system of internal controls to safeguard University equipment.

These procedures are used to provide accurate records for the acquisition, maintenance, control, and disposition of property. The combination of accurate accounting records and strong internal controls must be in place to protect against theft and detect the unauthorized use of CSU property.

2.0 DEFINITIONS

2.1 Capitalized Equipment

"Capitalized Equipment" is defined as tangible, non-consumable property meeting all of the following criteria:

- 1) a unit acquisition cost of \$5,000 or greater (including all costs incurred to acquire and to ready the asset for its intended use such as purchase price, applicable tax, freight, etc.),
- 2) an estimated life of greater than one year,
- 3) is not permanently attached to or incorporated in the CSU buildings and grounds, and
- 4) is used to conduct CSU business.

Capitalized equipment must be **tagged and inventoried**. For tagging methods, refer to Section 5.2 Identification of Campus Equipment. Detailed guidelines on capitalization of assets can be found in the **Capital Asset Guide** of the CSU GAAP Reporting Manual.

The exception to the capitalized equipment tag and inventory requirement is modular furniture which can be assembled and re-assembled in various configurations.

2.2 Non-Capitalized Equipment

Generally, "Non-Capitalized Equipment" is equipment that does not meet the criteria to be capitalized.

At a minimum, non-capitalized equipment that must be **tracked, tagged and inventoried** are:

- 1) university police firearms,
- 2) vehicles (including General use mobile equipment per ICSUAM 5303-00 Commodities with Special Purchasing Requirements),
- 3) all federally funded equipment (see Sponsored Programs ICSUAM 11005.00 Equipment and Property Management Policy for more instructions on federally funded equipment).

Non-capitalized equipment deemed to be trackable must be recorded in the campus defined property inventory records but not included in the campus' GAAP financial statements. For tagging methods, refer to Section 5.2 Identification of Campus Equipment.

2.3 Sensitive Equipment

Sensitive equipment is equipment that is easily subject to theft or loss as determined by the campus. These items must be **tracked, tagged and inventoried**. Fresno State definition of sensitive equipment is laptop computers irrespective of value. Laptops will only be inventoried by the department and not by the University Property Clerk due to the mobility of the property

2.4 Information Assets

Information assets are electronic records as defined and must be managed in accordance with ICSUAM Policy 8000 Series - Information Security.

2.5 Instructional Equipment (IE)

"Instructional Equipment" (IE) can be classified as either capitalized or non-capitalized equipment and is defined as property which is tangible and non-consumable meeting all of the following criteria:

- 1) a unit acquisition cost equal to or greater than \$500 (including all costs incurred to acquire and to ready the equipment for its intended use such as purchase price, applicable tax, freight, etc.),
- 2) a normal useful life of two or more years,
- 3) is not permanently attached to or incorporated in CSU buildings and grounds,
- 4) is owned by the campus and used to conduct CSU business, and
- 5) is assigned to one of the following: instructional departments, audiovisual centers and/or learning laboratories, or any functions under the ancillary support subprogram of the Academic Support program.

Equipment assigned to the Library or Technology Services is excluded from this category, as is furniture.

IE must be tracked for the purpose of preparing the Instructional Equipment Inventory Report required by the CSU Chancellor's Budget Office. However, while IE from \$500 to under \$5,000 must be tracked, it is not required to be tagged unless it belongs to one of the categories specified as minimum requirement for non-capitalized equipment as specified in Section 2.2. All capitalized instructional equipment must be tagged.

2.6 Group II Equipment

Items purchased to place a structure into service, commonly referred to as "Group II Equipment," must be evaluated for capitalization or tracking based on the criteria specified in Sections 2.1 and 2.

2.7 Equipment Tracking, Tagging and/or Inventory Requirements Matrix

In summary, the following is a recap of Equipment that must be tracked, tagged and/or inventoried:

Equipment Type	Inventory Record (1)	Tracked (2)	Tagged (3)	Inventoried (4)
Capitalized Equipment (excluding modular furniture)	CFS AM	X	X	X
Non Capitalized Equipment				
Firearms	CFS AM	X	X	X
Vehicles (handled by Ag Ops)	CFS AM	X	X	X
Federally Funded Equipment	CFS AM	X	X	X
Sensitive Equipment (campus defined)	CFS AM	X	X	X

- 1. Inventory Record:** Refer to Section 5.1 Asset Management System.
- 2. Tracked:** Accounted for on a reasonable basis, no less than annually, conducted by the custodial department or other identified responsible party/department.
- 3. Tagged:** Tagged or marked with a unique identification number recorded in the asset management system. The identification number will be directly applied to the item unless its size and/or nature prohibits application.
- 4. Inventoried:** Physical inventory conducted on a 3-year cycle conducted by the Property Office or other identified party/department, other than the custodial department. Laptops are excluded and will only be inventoried by departments due to the mobility of laptops. Vehicles to be inventoried by Ag Ops.

3.0 CAMPUS COMMUNITY AND DEPARTMENTAL RESPONSIBILITIES

3.1 Employees - Faculty & Staff

University employees have an obligation to safeguard CSU equipment and property. This obligation includes, but is not limited to:

- Taking reasonable security precautions to discourage loss, theft, or misuse of property.
- Preventing the disclosure of protected data by complying with campus information security procedures.
- Reporting missing, lost, stolen, and vandalized property to appropriate personnel including the IT security department via the appropriate form (such as Report of Missing Property form, Campus Police Incident Report, and Police Report).
- Reasonable care, maintenance, and use of equipment to prevent damage.
- Returning equipment in satisfactory condition
- Employees may be charged for any loss of or damage to CSU property that is attributable to

their negligence or unauthorized use.

3.2 Division Responsibilities

Each division vice president has the primary responsibility for the safeguarding of all property assigned to the respective division, and the responsibility to oversee and adhere to these policies and procedures. Division Vice Presidents may delegate the different required duties to their college/departments personnel.

3.3 College/Department Responsibilities

Responsibilities are to:

- Oversee the college/department property program
- Review and/or Approve the following:
 - Property Survey Requests
 - Inter-Departmental Property Transfers
 - Loans of University equipment
 - Annual college/department inventory
 - Equipment Loss Report
- Ensure the proper use and maintenance of all property and equipment assigned to them.
- Maintain up-to-date departmental records and initiate the appropriate actions or forms to fully inform the University Property Clerk of all transactions involving property, so that the Property Clerk's responsibilities may be properly carried out.
- Maintain current, complete, and accurate property records and track the assignment of equipment within the college/department, including the use of the Equipment Loan Agreement form. The College/Department is also responsible for communicating with the Property Clerk regarding receipt of equipment that is to be tagged and notification of loss, theft, disposal, or transfer of equipment.
- Maintain warranty information and supporting purchase documents.
- Ensure that any lost or stolen equipment is reported to University Police Department immediately.
- The College/Department is responsible for the inventory and safeguarding of all property **held** by the college/department(s) represents. Property becomes assigned to a college/department if the college/department holds or uses that property, with the possible exception of certain computer equipment (See section 7.4).
- The College/Department will perform a college/department inventory each year the Property Clerk does not perform a physical inventory. The College/Department will have thirty (30) days to return the college/department inventory to the Property Clerk.

3.4 University Property Clerk Responsibilities

Equipment tagging, tracking, and maintenance of University equipment records are responsibilities of the Property Clerk. This central administrative function is part of the Financial Services Department.

The application of the identification number to equipment is the joint responsibility of the Property Clerk and the University Central Receiving Department.

Coordination of the performance of equipment inventory is the responsibility of the Property Clerk. It is the intent that each college/department is inventoried annually. The Property Clerk will perform a physical inventory of each college/department every three (3) years, while insuring that the College/Department is turning in a college/department inventory the remaining two (2) years.

Supporting documentation for additions, deletions and changes is maintained with the Property Clerk and made available to the Accounting Department as needed for reconciliation and documentation.

Oversees the handling and procedures for the Campus Lost and Found in accordance with ICSUAM policies 3250 and campus policies and procedures.

Other Responsibilities:

- Prepare monthly fixed asset reconciliations
- Prepare department inventory reports
- Prepare yearly instructional equipment reports
- Prepare missing property reports sent to Police Services
- Prepare property survey reports
- Manage yearly inventories
- Handle all Department of Motor Vehicle transactions
- Review yearly vehicle inventory report
- Manage all files necessary to retain all pertinent documents
- Maintain all property records in an organized and clean manner

3.5 Sponsored Programs

All equipment funded by externally sponsored programs is also subject to Sponsored Programs Administration ICSUAM 11005.00 Equipment & Property Management Policy.

3.6 Financial Accounting & Reporting

Financial Accounting & Reporting is responsible for authorizing the majority of financial reports and ensuring the reporting data is available for end users throughout campus. See Section 10.0 REPORTING AND RECONCILIATIONS for further information.

3.7 Property Survey Committee (PSC)

Each campus will have a campus defined Property Survey Committee responsible for determining whether the disposal of surplus property is in the best interest of the state. To the extent possible, there will be a sufficient number of members on the committee to ensure representation by both business management and program responsibilities. At least two(2) committee members must approve all property survey and property transfer reports. PSC approval is required for the disposition of capitalized and non-capitalized equipment deemed trackable or taggable.

4.0 ACQUISITION OF EQUIPMENT

Equipment may be acquired by purchase (including lease purchase, installment purchase, and Procurement Card purchase), donation, transfers and fabrication. Per Section 2.0, equipment will be added to the inventory record, tracked, tagged and inventoried as appropriate. (Refer to Section 2.8 Equipment Tracking, Tagging and/or Inventory Requirements Matrix.)

4.1 Purchase

The cost of the equipment includes the purchase price, applicable taxes and freight, and any other costs associated with preparing the equipment for its intended use.

4.2 Property Purchased Jointly with Other Entities

Property purchased with a combination of the campus' and other entities' funds (auxiliaries, federal agencies, etc.) shall be noted on the purchase order with the amount of funds allocated from each funding source. If not stated in the agreement of purchase, these items will be recorded as CSU Property if any portion of the funds used to acquire, install, or maintain the items are from CSU sources.

4.3 Donations (In Kind Gifts)

Any donation transferred to University ownership meeting the definition of equipment will be added to the University's property records. Departments must coordinate with the University's Development Office to ensure the Gift In-Kind Acceptance form is completed and all other requirements are met. Donations shall be in accordance with University policy: "Gifts to the University: Solicitation, Acceptance, Valuation, and Acknowledgment".

4.4 Transfers

Upon acceptance of items transferred from another campus or state agency, the campus must determine the fair market value of the asset at the time of transfer and approved by the University Property Clerk

4.5 Fabrication of Equipment

Under special circumstances equipment may be constructed by campus employees.

5.0 ASSET MANAGEMENT SYSTEM AND EQUIPMENT IDENTIFICATION (TAGGING)

5.1 Asset Management System

The generic term, asset management system, is the software program (not necessarily PeopleSoft) used to record the campus' acquisitions, transfers, and dispositions of CSU property.

The asset management system is the campus official record for capitalized, instructional campus equipment and intangible assets. Non-capitalized equipment must be recorded either in the asset management system or in local campus defined records as indicated in section 2.0 of this policy. (Refer to Section 2.7 Equipment Tracking, Tagging and/or Inventory Requirements Matrix.)

The information entered into the asset management system may include, but is not limited to: the item description, date of receipt, purchase order number, location information for inventory, cost and other financial information for reporting. The description of the equipment entered into the asset management system may include (as available) make, model number, manufacturer, serial number, campus identification number (tag number), and asset class as needed for capital asset reporting and depreciation.

Accurate records must be maintained as to the current location of equipment to allow for inspection and/or inventory purposes whenever necessary. Adjustments to the Asset Management System must be within 30 days of the asset transaction (inventory, transfers, sales, and disposals).

5.2 Identification of Campus Equipment

All capitalized and non-capitalized campus equipment (deemed taggable) must be tagged or marked with a unique identification number which is to be recorded in the asset management system and also on all applicable property control documents. The identification number will be directly applied to the actual unit unless its size or nature prohibits application. (Refer to Section 2.7 Equipment Tracking, Tagging and/or Inventory Requirements Matrix.)

CSU property should be tagged before it is distributed to the accepting department. If property is delivered to another physical location other than the University Warehouse and Property Services, receiving, or off

campus or if an equipment identification number becomes destroyed, defaced, or removed, it is the responsibility of the department to contact the University Property Clerk at (559) 278-7977 to tag or re-apply a new identification number.

5.3 Home Use Permit and Mobile Device Permit

A Home Use Permit is used when one individual will be assigned to a mobile device to include laptops. A Mobile Device Permit is used when a college/department will be loaning or checking out to multiple people a mobile device to include laptops.

A Home Use Permit or Mobile Device Permit is required to be completed for each University owned laptop. Upon or before receipt of a laptop, each individual must complete the "Home Use Permit" form (see section 12.5 and 12.6) and file the form with their College/Department with a copy to the University Property Clerk. Each laptop user should keep a copy of their Home Use Permit on file. When a laptop user turns in or exchanges their laptop, they should notify their College/Department to list the date in the "Check In" field on the form. The College/Department should then send a copy of the form to the University Property Clerk.

During the annual inventory process, the University Property Clerk will review the Home Use Permit and Mobile Device Permit forms for the laptops listed on the department's inventory. It is the responsibility of each College/Department to retain and keep current the Home Use Permit and Mobile Device Permit forms for all laptops listed on the department's inventory

6.0 PHYSICAL INVENTORY

6.1 Physical Inventory of Campus Equipment

The College/Department shall make a physical count of all capitalized and non-capitalized property and reconcile the count with the University Property Clerk's records once a year, excluding the year the University Property Clerk performs a physical inventory. The University Property Clerk shall furnish the inventory listing and inventory instructions to each College/Department at the time of inventory. The College/Department shall submit to the University Property Clerk a property listing that identifies all discrepancies disclosed by the physical inventory conducted annually. The listing shall include a signed statement that a physical inventory of all property was completed on a given date and that the official property records were found to be in agreement with the physical inventory, except for discrepancies reported. The listing and signed statement shall be furnished to the University Property Clerk upon completion of the physical inventory. The listing shall be signed by the College/Department. In addition, for any property not located during the annual inventory, the college/department must include the "Equipment Loss Report" form along with the completed inventory results. Inventories should be completed and sent to the University Property Clerk within thirty days, unless special arrangements have been made.

Equipment not located after appropriate follow-up action will be considered lost or stolen and the department will need to obtain a police report. The police report will need to be submitted to the Property Clerk for removal of the equipment from the inventory records.

The University Property Clerk may verify the memorandum property on the basis of random sampling. If the sample shows significant discrepancies, the Property Clerk may take a complete physical inventory or request the College/Department to complete a new inventory.

The University Property Clerk will perform a complete physical inventory each department's capitalized and non-capitalized equipment (deemed taggable), excluding laptops, at least once every three years. Any discrepancies must be evaluated for further investigation and escalated to the appropriate authorizing authority based on the specific situation and value of the missing items.

Instructional equipment will be tracked for the purpose of preparing the Instructional Equipment Inventory Report required by the CSU Chancellor's Office, but will not be physically inventoried unless it falls into the capitalized or non-

capitalized (deemed taggable) categories.

The Physical Inventory of capitalized equipment will be reconciled to the general ledger, while non-capitalized equipment is not. (Refer to Section 2.7 Equipment Tracking, Tagging and/or Inventory Requirements Matrix.)

6.2 Off Campus Use of CSU Property

The CSU requires that campus property not be utilized off campus unless it is necessary for conducting CSU business. If CSU property (including property deemed trackable) has been approved to be used off-site, it is the responsibility of the department and user to complete an authorization form for off-site use before the property is in the custody of the user.

During each inventory cycle, all off-site property must be “physically” verified and location confirmed by the department (pictures may be requested by the University Property Clerk). When the equipment is returned, the return of the property must be documented on the authorization form with appropriate signatures. The department must keep a copy on file and upon request forward a copy to the Property Office.

6.3 On Campus Use of Personally Owned Property

If a University employee keeps personally owned equipment on campus, it shall be reported to his/her department and identified as the property of the owner. It is recommended that University employees who use their personal computing devices on-campus identify and report the use of such equipment to Technology Services. **The campus is not responsible for loss or damage to personally-owned equipment.**

7.0 MAINTENANCE

Campuses must establish practices to reduce risk associated with the use of equipment by maintaining such equipment in good working order. For example, campuses are required to have a Motor Vehicle Inspection Program overseen by the Ag Ops department.

8.0 LOSS PREVENTION

Departments with equipment susceptible to theft or loss must implement one or more of the following protection measures:

- Ensure CSU equipment identification tags or permanent markings are visible on the equipment.
- Establish an internal check-out/check-in system for departmental equipment.
- Lock office equipment to desk or stands.
- Utilize a security room or closet to store high-risk equipment.

8.1 Missing, Lost, Stolen or Vandalized CSU Property

In the event that equipment becomes missing, lost, stolen or vandalized, a report shall be filed and forwarded to the appropriate departments upon discovery. For incidents with on-campus property, an incident report must be filed with the University Police Department in the case of stolen and/or vandalized property. In all cases of theft or loss of information assets or equipment containing information assets, Technology Services must be notified immediately upon discovery.

9.0 DISPOSITION OF CAMPUS PROPERTY

9.1 Surplus Property

A Request for Property Survey form must be completed for equipment that a department deems as surplus. The

department will advise on the present condition and current use of the item prior to forwarding the form to the University Property Clerk. The department may deliver the form and equipment to the University Property Clerk located at the University Warehouse or the form can be sent to the University Property Clerk requesting the item to be picked up from the department.

The University Property Clerk upon receiving the surplus property, within 2 business days will review the property to separate the property into the following disposition categories:

- **Reuse (non IT Equipment)** – property that is not of end of life, in good working order and function, should be kept in the Warehouse. Campus departments may view Reuse Property in the Warehouse on Wednesdays from 2pm to 4pm and request any of the surplus property they see fit for their department to be delivered to their department by the Warehouse and Property department. Any surplus property being categorized as Reuse property will need to be cleaned and stored in the Warehouse, in a designated Reuse property storage area in the pallet shelving area or an area that does not block aisles, walkways or doors. The University Property Clerk and/or Procurement and Support Services Management will determine once Reuse property has been held long enough and needs to be moved to a different disposition category.
- **Sale (non IT Equipment)** – property that is end of life, not in good working order and function, but has a possible sale value greater than the cost of sale, may be categorized as Sale property. Any surplus property being categorized as Sale property will need to be cleaned and stored in the Warehouse, in a designated Sale property storage area in the pallet shelving area or an area that does not block aisles, walkways or doors. Any Reuse property changing to Sale property will need to be moved to the Sale property storage area. Refer to section 9.4.3 for procedures selling of surplus property.
- **Recycle (non IT equipment)** - property that is end of life, not in good working order and function, and is made of material that can be recycled may be categorized as Recycle property. Recycle property shall immediately be placed into the proper recycle bin. If the proper recycle bin is not on site for a particular material, then it will need to be stored in a designated Recycle property storage area in the pallet shelving area or an area that does not block aisles, walkways or doors. The University Property Clerk may order a Recycle property bin for large projects and/or as the need arises.
- **Salvage (non IT equipment)** - property that is end of life, not in good working order and function, and is not made of material that can be recycled should be categorized as Salvage property. Salvage property shall immediately be placed into the proper salvage bin. If the salvage bin is full or not on site, then it will need to be stored in a designated Salvage property storage area in the pallet shelving area or an area that does not block aisles, walkways or doors. The University Property Clerk may order a Salvage property bin for large projects and/or as the need arises.
- **IT Equipment and Accessories** – to immediately be separated and stored as described in section 9.4.7

All surplus property stored in the Warehouse building should be in a clean and neat manner, and shall be organized by the above categories. Surplus property shall be stored in the secured Property area and/or in the pallet shelving area or an area that does not block aisles, walkways or doors. Procurement and Support Services Management and/or the Warehouse Lead may give an exception to temporarily store surplus property in a non-designated Property area. Procurement and Support Services Management, the Warehouse Lead, and the University Property Clerk will determine the designated Property areas for storage and bin placements.

9.2 Equipment with Special Requirements

The campus must ensure all special requirements for equipment are addressed.

9.2.1 VEHICLES

The certificate of title (pink slip) must be kept on file for all campus vehicles in a fire resistant locking storage device. All sale and trade-in information must be retained by the Campus Property Clerk once the vehicle has been disposed.

9.2.2 INFORMATION ASSETS

Refer to ICSUAM Policy 8065.00 – Information Asset Management.

9.2.3 PROPERTY POTENTIALLY CONTAINING HAZARDOUS SUBSTANCES

Campus property may contain hazardous substances that require special handling in accordance with Federal, State, or University requirements. It is recommended that University Property contact EHS for evaluation of any questionable items.

TRAINING

Prior to physically handling property potentially containing hazardous substances, all University Property employees must obtain appropriate training identified by EHS.

HANDLING University Property may handle property potentially containing hazardous substances if the property is:

- Intact and does not show evidence of leakage
- Not expected to leak under foreseeable circumstances during handling

If the property does not meet the conditions above, University Property must contact EHS for an evaluation of the property. EHS may do any of the following:

- Take action to secure the equipment for handling by University Property
- Give directions to University Property on how to properly handle the property
- Determine that University Property should not be involved in the handling and/or final disposition of the equipment

SALES/DONATION

If surplus property meets the handling conditions outlined above, University Property may sell or donate approved the property with the following exceptions:

- Surplus property categories that *may never be sold/donated*, and must be relinquished to EHS for disposal:
- Property that contains PCBs
- Property that contains radioactive materials
- Surplus property that *may be sold¹ or donated only to EHS-approved institutions and facilities*:
- Property that has the potential to release or generate hazardous energies, including but not limited to lasers, x-ray machines, and pressure vessels.
- Property that is intact, but may contains asbestos internally as insulation.

¹All sales/donation transactions should include the collection of an EHS-approved release/waiver of liability document signed by the customer (or authorized signatory), and collected before the surplus property is relinquished. Documentation must be available for inspection upon request for a period no less than 3 years.

DISPOSAL/RECYCLING OF SURPLUS PROPERTY:

If surplus property is eligible for handling by University Property, then University Property may dispose/recycle the following surplus property categories utilizing the following methods:

- *Universal Waste Electronic Devices* (not meeting definition of a major appliance) utilizing the E-Waste MEA. Prior to disposal, University Property must remove universal waste lamps (aka light bulbs) that are designed for consumer removal during normal use.
- Major Appliances, not containing asbestos, but likely containing mercury switches and/or refrigerant utilizing a Procurement Services-approved service provider holding a current Certified Appliance Recycler certification. FORM DTSC 1430 must be utilized for transactions, and documentation must be maintained for inspection upon request for a period no less than 3 years.

ONSITE ACCUMULATION OF UNIVERSAL WASTES:

Accumulation of all universal wastes must be in accordance with regulatory requirements associated with Universal Wastes most notably the following:

- Labeled with an EHS representative approved universal waste label
- Have the date the property was deemed to be waste labeled on the property
- Transferred to a recycling or disposal facility within one year of the accumulation start date

²All items given to EHS for disposal must be given in sufficient time to coordinate offsite disposal. Transfer of these wastes to EHS no later than nine months after the accumulation start date should be sufficient to ensure ample time for disposal offsite within one year.

9.3 Approval of Dispositions

To ensure proper internal controls and segregation of duties, no item of property shall be sold, transferred, or disposed of outside the campus, without the Property Survey Committee (PSC) approving the Property Survey Form.

9.4 Types of Dispositions

9.4.1 EQUIPMENT TRANSFERS BETWEEN CAMPUS DEPARTMENTS

When CSU equipment is transferred between departments, the transfer must be documented and properly approved by both departments. The following information should be provided: campus tag identification number, item description, and location (building, room and/or department location). The asset management system must be updated to reflect the transfer in a reasonable period of time as defined in campus procedures.

See Sponsored Programs ICSUAM 11005.00 Equipment and Property Management for grant equipment transfers between campuses.

9.4.2 TRANSFERS OF EQUIPMENT TO ANOTHER CAMPUS OR STATE AGENCY

When CSU equipment is transferred to another campus or state agency, the transfer must be documented on a campus property transfer report and properly approved by both the campus transferring the equipment and the other campus or state agency accepting the equipment. It is highly recommended that the department transferring the surplus property to hold onto the surplus property until the property is ready to be delivered or picked up by the receiving organization.

9.4.3 PUBLIC SALES

The University Property Clerk will make sure that property is available to the campus for use and/or no longer has any value or life to the campus before selling any campus property. The University Property Clerk will establish a fair market value of the equipment that is to be sold. For dollar limitation approvals refer to Executive Order 409 Purchase, Sale, Lease and License of Personal Property – Delegation of Authority. The University Property Clerk may sell the surplus property using a public auction or a third party that sells through a public auction.

The cost versus the benefit method shall be applied when selling any property. If the cost to sell the equipment is higher than the anticipated proceeds, then other methods may be deemed necessary to dispose of the property. A system of checks and balances shall be used and a proper segregation of duties must be in place. This

shall, at a minimum, consist of having separate persons handle the sale and the collection of funds. For cash handling procedures, please refer to ICSUAM 3102.03 Acceptance of Cash and Cash Equivalents.

9.4.4 TRADE-IN

The Procurement department and the University Property Clerk must be notified of any departmental plans to trade-in property before the transaction takes place. The College/Department will need to submit a Request for Property Survey form to the University Property Clerk for the property to be trade-in. The Procurement department will establish a fair market value of the property that is to be traded-in. It is highly recommended that the college/department hold onto the trade-in property until the property is ready to be delivered or picked up by the receiving organization.

9.4.5 DONATION

Property that is deemed suitable for donation may be donated as appropriate for the item to educational institutions, public agencies and non-profit organizations. All University property donations must be processed through the University Property Clerk. It is highly recommended that the department donating the surplus property to hold onto the surplus property until the property is ready to be delivered or picked up by the receiving organization. The recipient organization shall submit a letter on its letterhead to the University listing the surveyed items, by property number, that they have accepted. The recipient's letter will be attached to the survey documents as evidence of disposition for the surveyed items. For all donations, a copy of the non-profit organization's 501(c)3 certification is to be obtained and retained.

9.4.6 RECYCLE OR SALVAGE

CSU property that is deemed obsolete, irreparable or dangerous will be discarded using a State certified recycler. Parts from such property may be identified as salvage parts and reclaimed for campus business use. All surplus property rejected by a certified off-campus recycler shall be deposited with an appropriate refuse disposal company.

9.4.7 IT EQUIPMENT

IT equipment and accessories should only be sent as surplus property to University Property once it is deemed end of life and/or of no more value to the campus. University Property will treat all IT equipment and accessories received as surplus property as ready for disposition. All departments should check with their Technology Liaison or the Technology Services department regarding surplus IT equipment to see if there is any use for the equipment on campus before send the IT equipment to surplus. For all IT equipment with hard drives, the department Technology Liaison or Technology Services must wipe the hard drive according the Fresno State Technology standards or remove the hard drive before the surplus IT equipment can be sent to University Property.

All IT equipment and accessories, for data security reasons and for campus sustainability efforts, will be sent to a certified eRecycler for all of the IT equipment to be shred and the by product to be used the manufacturing of new product. The certified eRecycler company will pay the campus per pound for the different categories of IT equipment and accessories. The certified eRecycler company will provide storage bins to the University for the separating and storing of the IT equipment and accessories until ready for pickup. The University Property Clerk upon receiving any surplus IT equipment and accessories will immediately separate the items, as per described below, and place into the appropriate storage bins in a secure area until it is time to have the certified eRecycler company pick up the items.

IT equipment and accessories to be separated into the following categories as follows:

- Display Items: have a Display: laptops, monitors, tablets, televisions, etc.
- Hardware Items: computers, network switches, etc.
- IT accessories: printers, keyboards, mice, etc
- Cables
- Hard drives (only if Technology Services has removed the hard drive and sent it University Property. University Property will not remove hard drives from IT equipment.

Technology Services management and/or Procurement and Support Services management can give exceptions for IT equipment and accessories to be sold through public auction or donated according to this procedure manual. The University Warehouse and Property department may keep some technology cables, as long as they are separated by cable type and kept in a clean and organized manner.

10.0 Lost and Found

The University Police Department will no longer accept or pick up lost and found property from departments on campus. Any departments with lost and found property should not hold the item(s) for more than one (1) week. All lost and found property collected in campus departments shall be turned over to the Warehouse and Property department no later 3:00 pm Monday through Friday.

The University Property Clerk will be responsible for the receiving and disposition of all lost and found property collected in campus departments.

In accordance with Integrated CSU Administrative Manual (ICSUAM) 3250.1, all unclaimed, lost, or abandoned property valued at or above three hundred dollars (\$300) shall be held by the campus for a period of at least three months. The campus Property Clerk will determine if each lost and found item is valued at \$300 or above, or less. The Property Clerk will handle all lost and found items in the following manner:

Procedures for property valued at or above \$300

- When item arrives at the Warehouse, it will be given a tracking number and logged with date, time, description, serial number, estimated value, and where the property came from.
- The property will be held for 3 months in a secure location.
- After such time the property shall be sold at public auction to the highest bidder.
- Notice of such sale must be published once at least five days prior to the sale in a newspaper of general circulation in the county in which the property is held.
- The Property Clerk may dispose of any property upon which no bid is made at any sale.
- All property dispositions will be recorded by Property Clerk and approved by Director of Procurement.

Procedures for money that is unclaimed, lost, or abandoned

- Money will be given a serial number and logged with date, time, description, value and where the money came from.
- A receipt will be given to the department or individual turning in money to University Property.
- Money will be given to Accounting to be placed into a lost property account (Trust Account)
- If the money is not claimed after three months, then the money received shall be used for scholarships and loans to students enrolled at the Fresno State.
- Annually unclaimed funds will be disbursed to the scholarship and/or student loan accounts.

Procedures for driver license, ID cards, credit cards, phones, keys, wallets, textbooks and backpacks

- Items will be given a serial number and logged with date, time, description of items (no credit card numbers), and where the items came from.
- Items will be held in a secure location
- Items will be destroyed after 1 week
 - All cards types to be shredded
 - Empty wallets to be thrown away
 - Phones and keys will be destroyed
 - Textbooks can be sold and money deposited
- Property Clerk will deliver keys and key fobs to the Campus Lock Shop for destruction every Monday or the following business day, if Monday is a holiday or vacation day. The Lock Shop has the responsibility of destruction of the keys/key fobs once the Property Clerk and one witness delivers the key/key fobs to the Lock Shop location.
- Property Clerk and one witness will record the destruction of all other items except keys/key fobs

Procedures for property valued below \$300 and not fitting into above categories

- Property valued below \$300 does not have a 3 month waiting period.
- This property will immediately be disposed of or donated to a public institution or non-profit organization, and will not be available to the public for pickup.

Procedures for weapons turned into Lost and Found

- Public Safety will be notified to pick up any weapons turned into Lost and Found that are prohibited on campus per California law and Fresno State policy.

Lost and Found property shall be stored in the secured Property area (when required) and/or in the pallet shelving area or an area that does not block isles, walkways or doors.

11.0 RESOURCES AND REFERENCE MATERIALS

Executive Order 409 Purchase, Sale, Lease and License of Personal Property – Delegation of Authority
 ICSUAM 3102.03 Acceptance of Cash and Cash Equivalents
 ICSUAM 5303.00 Commodities with Special Purchasing Requirements
 ICSUAM 11005.00 Equipment and Property Management
 ICSUAM Policy 8000 Series - Information Security
 ICSUAM 3250.1 Disposition of Lost, Unclaimed or Abandoned Property
 Capital Asset Guide of the CSU GAAP Reporting Manual
 Instructional Equipment Replacement (IER) Database website

12.0 FORMS

- 12.1 Loan Agreement Form**
- 12.2 Property Survey Request Form**
- 12.3 Inter-Departmental Property Transfer Notification Form**
- 12.4 Home Use Permit**
- 12.5 Mobile Device Permit**