SAN MARCOS UNIVERSITY CORPORATION

Property Control Policy and Procedure

Purpose

The San Marcos University Corporation (“University Corporation”) has established guidelines for property purchases and donations and defined the responsibilities and obligations of the University Corporation and its Program Administrators/Directors in regard to the custody and control of property. This includes a biennial property verification program, the maintenance of accurate records, property identification (tagging) and guidelines for proper handling of property and related record keeping.

The Property Control Policy described below establishes a system used to identify and track property owned by or donated to the University Corporation including but not limited to computer/office equipment, furniture, and gifts of art/real estate.

Property Control Policy

Property with an expected useful life of one or more years with an acquisition cost or donated value of $1,500 or greater is tagged and tracked through the property control system. Items of $5,000 or more that benefit or provide services in future periods will be capitalized.

Property that is considered “theft sensitive” but valued at less than $1,500 will also be tagged and tracked through the property control system. Theft sensitive is defined as items which can easily be picked up and taken from their location with the high probability of non-detection. Examples of theft sensitive items that may be under $1,500 could be small appliances, laptops, digital cameras or other consumer electronics.

Property that does not meet the requirements above to be tagged and tracked and is valued at $100 or more will be tagged with a general identification tag. Examples of items receiving a general identification tag are individual office chairs or office equipment valued at $100 or more.

Program Administrators/Directors are responsible for all property purchased for their project(s) and must report the location, transfer, trade-in, loss (theft), or non-use/obsolescence of the property to the University Corporation Property Coordinator. Program Administrators/Directors will be required to follow the property control procedure below which includes affixing property control tags and reporting.

Program Administrators/Directors shall make adequate provision for the physical security of all property in his/her custody. Areas where property is located shall be kept locked after business hours or other times when not in use. Special precautions shall be taken in the case of any high-value, portable property.
Tagging and Tracking Procedures

- The Property Coordinator is supplied with copies of procurement documents (purchase order, check request, etc.) that identify property that may need tagging and database entry. Whether an item is tagged or not will be determined by the Property Coordinator utilizing the University Corporation’s criteria for Inventory Control. These criteria include, but are not limited to product description, total amount of the item, and expenditure code.
- For property valued at $1,500 or more or for “theft sensitive” items, the Property Coordinator enters the following information into the database:
  - Tag number
  - Purchase order number or other procurement information
  - Date of purchase order or procurement documentation
  - Fiscal Year
  - Number of property pieces included in Tag Number
  - Location of property
  - Program Administrator/Director or Equipment Assignee
  - Vendor name
  - Amount of purchase
  - Description of property
- The Property Coordinator will issue the full tagging labels and Property Tag Receipt Forms to the Program Administrator/Director who is then responsible for physically tagging the property.
- The Property Tag Receipt must be returned to the University Corporation within ten (10) days of receipt.
- For computer purchases which are to be picked up by Instructional & Information Technology Services (IITS) prior to installation; these will be tagged at the University Corporation office prior to pickup by IITS.
- For property that is valued at less than $1,500 but greater than $100 (and not identified as “theft sensitive”), the Property Coordinator will issue a general identification tag to the Program Administrator/Director but will not enter the property into the tracking database. The Program Administrator/Director should physically tag the property immediately.
- All tags should be adhered to the property within easy viewing/access.
- Donated property will be listed as “donated” in the property control database along with an estimated value. The estimated value will be used only for property insurance coverage and will not be considered as evidence for donor tax deduction purposes.
- Any changes to the database information above must be reported to the Property Coordinator, using the Property Status Change Form as soon as possible.

Biennial Property Verification Program

As a part of the Biennial (every two years) Property Verification Program, the Property Coordinator and Program Administrators/Directors will do a physical count of all property tagged and tracked in the property control system. A Property Report will be issued to the appropriate Program Administrators/Directors requiring them to review the report and submit
any corrections to the Property Coordinator within 30 days of receipt. This verification program will take place in March of every other year.

Sales/Dispositions/Transfers/Stolen Property

- Authorization must be given to the Program Administrator/Director by the University Corporation to sell, dispose or transfer any property.
- Program Administrators/Directors must notify the University Corporation of any transfers or disposals of property by using the Property Status Change Form. The form should be completed and have the bar coded property tag affixed before submittal to the University Corporation for review and approval.
- Lost, stolen or destroyed property must be reported to the University Corporation Property Coordinator immediately.

Approved at a meeting of the University Corporation Board on 7/11/07