

CSUSM

PROPERTY CONTROL

November 1, 2023



WHAT IS PROPERTY CONTROL?

WHY IS PROPERTY CONTROL IMPORTANT TO ME?

WHO IS RESPONSIBLE?

WHAT NEXT?

WHAT & WHY PROPERTY CONTROL?

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- CSU Policy
 - Administration of University Property (ICSUAM 01401.00)
- Campus Procedures
- Collaboration between:
 - FDM
 - FISCAL SERVICES
 - and YOU!





TRACKING OUR ASSETS

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What is capitalized equipment?

- Unit acquisition of \$5,000 or greater
- An estimated life of greater than 1 year
- Not permanently attached to buildings or grounds
 - Used to conduct CSU business

CSUSM ASSET TAG



- Owned by CSUSM
- Required to be inventoried every 3 years
- Meets the criteria of a capital asset
- Be aware of where items with tags are in your areas

ROLES AND RESPONSIBILITY PROPERTY CLERK

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- Tag Capital Assets
- Work with Accounting to ensure data integrity
- Disposals/Sales/Transfers
- Purchases
- Moving assets
- Inventory every 3 years



ROLES AND RESPONSIBILITY ACCOUNTING

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- Coordinate with Property Clerk to tag Capital Assets
- House of record, ensuring data integrity
 - Disposals/Sales/Transfers
 - Purchases
 - Moving assets



ROLES AND RESPONSIBILITY CAMPUS DEPARTMENT

...

- Assign Custodial Liaison
- Track capital assets
- Ensure data integrity for capital assets in the department
- Stewards of University Resources

**YOU MIGHT BE WONDERING....
WHEN & HOW?**



CHANGE = UPDATE THE DATA

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TYPES OF CHANGE:

- REQUEST TO DISPOSE THE ASSET
 - SELL
 - TRASH
 - DONATE
- MOVE THE ASSET
 - ROOM TO ROOM (or OFFSITE)
 - DEPT TO DEPT
 - CAMPUS DEPT TO OTHER ENTITY





THE HOW

A FORM (or 2)

1

ACTION REQUEST

1. Change of owner (DEPT ID)
2. Change of location
3. Loan to other DEPT ID
4. Off campus use

2

SURVEY REQUEST

1. Donate
2. Sell
3. Dispose
4. Recycle or salvage
5. Trade-In

THANK
YOU

