



# University Property Guidelines

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Responsible University Officer: Associate Vice President, Financial Management  
Primary Guideline Contact: Support Services Manager

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## PURPOSE AND SCOPE

The state legislature has delegated authority concerning personal property to the California State University (CSU). The CSU Board of Trustees further delegates such authority to campus presidents and/or designee pursuant to Executive Orders 409 and 649 and the Integrated CSU Administrative Manual (ICSUAM) Sections 3150.01, 3151.01 - 3151.04 and 3250.01. Accountability for the management of University property ultimately rests with the President. By administrative appointment, the President has delegated this authority to his designee, the Associate Vice President of Financial Management.

The purpose of this policy is to ensure the efficient operation of California State University, Long Beach, (“University”) by providing guidelines for the accurate accounting, control, use, safeguarding and disposition of University property and for the care, restitution, sale or destruction of unclaimed or abandoned property.

## GUIDELINE STATEMENT

It is the policy of the University to record, control, use, safeguard and dispose of University property and to care for, return, sell or destroy unclaimed/abandoned property in the most effective and efficient manner possible towards the accomplishment of University goals and objectives.

Procedures have been established and responsibilities defined to maintain uniform accountability of University property and unclaimed/abandoned property.

This policy applies to all campus departments and employees of California State University, Long Beach.

## Asset Definitions

1. **Capitalized Equipment:** Capitalized Equipment is defined as tangible, non-consumable property that meets all of the following criteria:
  - a. 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.),
  - b. An estimated life of greater than one year,
  - c. Not permanently attached to or incorporated into University buildings and grounds, and
  - d. Used to conduct University business.

All capital equipment is inventoried, tagged by the University and recorded in PeopleSoft Asset Management.

2. **Non-Capitalized Equipment:** Non-Capitalized Equipment is equipment that does not meet the criteria to be capitalized. These assets are not inventoried in Peoplesoft Asset Management, and not tagged, with the exception of sensitive equipment.
3. **Sensitive Equipment:** Equipment that is not capitalized, valued at less than \$5,000 and includes the following:
  - a. Firearms - equipment delegated to University Police for tracking and tagging.
  - b. Motorized vehicles – equipment registered with the Department of Motor Vehicles.
  - c. Equipment containing Level 1 data approved by Level 4 appropriate Administrator or above.

Sensitive equipment, excluding firearms will be inventoried, tagged by the Property Management Office and recorded in PeopleSoft Asset Management. Equipment containing Level 1 data will only be tagged by the Property Management Office with the written approval of the appropriate Administrator. It is the responsibility of the individual campus departments to notify the Property Management Office if sensitive equipment, approved to contain Level 1 confidential data has been acquired. Details on confidential data can be found at:

[http://daf.csulb.edu/offices/vp/information\\_security/information\\_classification\\_standard.html](http://daf.csulb.edu/offices/vp/information_security/information_classification_standard.html) or by contacting the Office of Information Security at 562- 985-4818

## Assets Tagging and Tracking

University property (capital and certain sensitive equipment) is tagged by the Property Management Office, and recorded in PeopleSoft Asset Management, whether the assets are processed through the central Receiving warehouse, or purchased off-site and delivered directly to a college or department. It is the responsibility of the department who purchased the equipment to contact the Property Management Office and ensure the appropriate tagging process occurs

Departments are also responsible for tracking all other equipment not included in PeopleSoft Asset Management.

## **Disposition of Assets**

The disposition of all University property is managed by the Property Management Office. The individual colleges and departments are responsible for the media sanitization certification of all media storage devices.

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## **PROCEDURES**

Click on the below link to get to the Procedures page on the CSULB website:

[http://daf.csulb.edu/forms/financial/procurement/property\\_management/procs.html](http://daf.csulb.edu/forms/financial/procurement/property_management/procs.html)

Acquisition of Property  
Confirmation of Inventory  
Electronic Media Sanitization Process (Information Security Management and Compliance Office)  
Electronic Media Sanitization Certification  
Loan and Use of Property  
Maintaining Property Records  
Personal Use of University Property  
Personally Owned Equipment  
Physical Inventory  
Printer Cartridge Recycle Program  
Property Audits  
Property Maintenance & Security  
Receipt and Tagging of Property  
Transfer/Survey of University Property  
Lost & Found  
Update of Department Contacts and Approvers  
UR&D Accepting Gifts-In-Kind Policy

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## **FORMS AND INSTRUCTIONS**

Click on the below link to get to the Forms and Instructions page on the CSULB website:

[http://daf.csulb.edu/forms/financial/procurement/property\\_management/index.html](http://daf.csulb.edu/forms/financial/procurement/property_management/index.html)

Confirmation of Inventory Certification Form  
Department Property Checkout Log  
Employee Clearance Certificate  
Media Sanitization Certification Form  
Off-Campus Loan Form  
Physical Inventory Certification Form  
Property Survey/Transfer Request Form  
UR&D Gift Transmittal Form and Gifts-In-Kind Notification Form

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## **ADDITIONAL CONTACTS**

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Primary Guideline Contact	Christopher Ramirez	562-985-7737	Christopher.Ramirez2@csulb.edu
Subject Matter Expert	Christopher Ramirez	562-985-7737	Christopher.Ramirez2@csulb.edu

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## **APPENDICES AND RELATED INFORMATION**

Click on the below link to get to the Property Roles and Responsibilities page on the CSULB website:  
[http://daf.csulb.edu/forms/financial/procurement/property\\_management/info.html](http://daf.csulb.edu/forms/financial/procurement/property_management/info.html)

### **Property Roles & Responsibilities**

**Related Chancellor's Office Policies:**

<http://www.calstate.edu/icsuam/documents/Section3000.pdf>

<http://www.calstate.edu/eo/EO-649.pdf>

<http://www.calstate.edu/eo/EO-409.pdf>

<http://www.calstate.edu/eo/EO-1031.html>

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## **FAQ**

N/A

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## **HISTORY**

**Issue Date:** August 1, 2011

**Last Revised Date:** 01/15/2015

**Amended Date:** N/A