

STATE OF LOUISIANA
NORTHWESTERN STATE UNIVERSITY
SECTION 1- REGULATIONS

1.0 PURPOSE

Northwestern State University's Property Control Program was established to comply with the many rules, regulations and statutes established by the state and federal government to ensure propriety of movable assets owned or loaned to or by the State of Louisiana. These movable assets are entrusted to the care of the university and in turn entrusted to the care of the university's many Property Custodians. Specific policies and procedures are hereby established to assist the users of the property in the compliance with noted rules and regulations. The Property Control Section under University Plant Services has been established to direct the acquisition, disposition and tracking of all property meeting the state's criteria of tag gable movable property. The Director of University Plant Services is designed and bonded as the university's Property Manager.

AUTHORITY NOTE: Property Control rules and regulations are promulgated in accordance with

Louisiana Revised Statutes. Specifically they are: R.S. 39:321, R.S. 39:326 and R.S. 39:331 — 332.

Louisiana Administrative Code: Title 34, Chapter VII.

HISTORICAL NOTE: State Property Control rules and regulations were promulgated by Office of the Governor, Division of Administration, and Property Control Section on August 20, 1976.

1.1 PROPERTY CONTROL DEFINITIONS

A. AGENCY-any state office, department, board, commission, institution, division, officer, or other person, or functional group, heretofore existing or hereafter created, which is authorized to exercise, or that does exercise any function of the government of the state, excluding, however, any governing body or officer of any local government or subdivision of the state or any parochial officer who exercises functions coterminous with the municipality in which he performs those functions.

B. AGENCY PROPERTY MANAGER-the officer or employee designated by the head of the agency as property manager for the agency (e.g., Director of University Plant Services).

C. BUILDING PROPERTY CUSTODIAN-the employee designated by the head of the agency through the agency property manager as the person in charge of the building and property in common areas.

D. TAGGING THRESHOLD-the cost at which the State has designated that property Must be controlled (All items are tagged and tracked at or above \$1,000.00).

E. COMMISSIONER-the Commissioner of the Division of Administration.

F. DIVISION- the Division of Administration for the State of Louisiana.

G. HEAD OF THE AGENCY - the individual responsible for the administration and operation of the agency (e.g., University President).

H. PROPERTY - all tangible non-consumable movable property owned by an agency with the exception of property specifically exempted by the Commissioner.

I. PROPERTY CONTROL - Office under University Plant Services designated to handle movable assets records for the agency.

J. PROPERTY CUSTODIAN - the department, section or budget unit head of a department within an agency designated by the agency head through the property manager as the responsible party for all property within his or her area of operations.

K. PROPERTY LOCATION INDEX - an alphabetical or numerical listing of property locations and or buildings maintained by Property Control.

L. STATE PROPERTY CONTROL DIRECTOR - the individual in the State Property Control Section of the Division of Administration who has been designated by the Commissioner for the administration of the State Property Inventory Regulations.

M. SURPLUS PROPERTY - any movable state property (tagged or untagged) which is deemed to be of no further use to an agency.

2.0 APPOINTMENT OF PROPERTY MANAGER & CUSTODIANS

2.1 State Property Control Regulations were adopted August 20, 1976, pursuant to the regulatory authority extended by the Louisiana Revised Statutes, Title 39:321 through 39:332. The head of every State Agency is required to appoint an Agency Property Manager.

2.2 The Head of the Agency through the Agency Property Manger shall designate the budget heads as Property Custodians. Some of the budget unit heads shall, also, have the responsibility of being designated Building Property Custodians. In cases where a department has large amounts of property in more than one location, the Agency Property Manager may authorize the appointment of more than one Departmental Property Custodian. This authorization shall be in writing and granted only upon the Request of the department head.

2.0 APPOINTMENT OF PROPERTY MANAGER & CUSTODIANS continued

2,3 The area of Vice President and/or Property Custodian shall notify the Agency Property Manager in writing prior to the date any Departmental Property Custodian ceases to function in that position. The Agency Property Manager or his Designee and the Property Custodian shall conduct a random examination of the property inventory records under the jurisdiction of the Department of Building Property Manager shall approve the release of the Departmental or Building Custodian from responsibility and liability or shall make a written report of any Defects in the records or damage to or shortages of property. In the event that the Agency Property does not receive notification before the exit of a Custodian, the Appropriate Vice President or his designee will assume interim custody/responsibility for the department's inventory. In cases of damages to or shortages or property, the Agency Property Manager through the Commissioner shall take steps as are necessary to satisfy the claims of the State.

3.0 RESPONSIBILITY

3.1 Each Departmental and Building Property Custodian shall be the custodian of and shall be responsible for all the property within his department or area of responsibility until the Agency Property Manager approves his/her release.

3.2 Whenever a Departmental and Building Property Custodian has the knowledge or reason to believe that any property of the Agency is lost, stolen, damaged, or destroyed through vandalism, fire, windstorm, or other Acts of God he shall immediately notify the Agency Property Manager, who will notify the Head of the Agency. The Head of the Agency, through the Agency Property Manager shall immediately notify the commissioner, through the State Property Control Director, and follow up with a written report. The State Property Control Director shall make an investigation and take necessary action as provided for in La. R.S. 39:330.

3.3 The Agency Property Manager, the Departmental and Building Property Custodian or any other person to whom property is entrusted shall be liable for the payment of damages whenever his/her wrongful or negligent act or omission causes any loss, theft, disappearance, damage to or destruction of property of his agency for which he is responsible, and such damages shall be recoverable in a civil suit prosecuted on behalf of the state by the Attorney General.

3.4 Theft Prevention, All property custodians, through the Property Manager's office will be notified following a reportable theft, in writing, and will request a plan of action taken to reduce future incidents. Actions may include, but are not limited to 1) Re keying locks to sensitive areas, 2) Changing the type of lock used in those areas, 3) Placing cameras in problem areas, and 4) Educating department personnel about the security of property. We will identify and request a plan of action regarding a theft where it is identified as a high percentage, based on all thefts, or where repetitive thefts occur within one department.

4.0 AUTHORIZED / UNAUTHORIZED USE OF STATE PROPERTY

4.1 The use of State property, materials, supplies, equipment, resources, etc., (tagged or untagged), for private use or personal gain, is prohibited by **the Louisiana Constitution of 1974, Article 7, Section 14**. State property entrusted to the agency, its officers, employees, volunteers, etc., shall not be loaned out or utilized for activities that are not sponsored or co-sponsored by Northwestern State University. Utilization of property for events seemingly unclear must have the approval of the President or appropriate Vice President. State Property of things of value of the State shall not be loaned, pledged, or donated to or for any person, association, or corporation, public or private.

4.2 Whenever a Property Custodian has knowledge or reason to believe that any state Property, materials, resources, equipment, etc., has been used for private use, personal gain or otherwise alienated, he shall notify the Agency Property Manager immediately. The Agency Property Manager shall notify the Agency Head and seek approval for a proper internal investigation. In the event that the allegation has validity, the Agency Property Manager shall notify the State Property Control Director to take necessary action.

5.0 ITEMS OF PROPERTY TO BE INVENTORIED

5.1 All items of movable property having an acquisition cost of one thousand dollars (\$1,000) or more, and certain gifts and other property having an appraised value of one thousand dollars (\$1,000) or more must be placed on inventory. Livestock and Weapons will be placed on inventory regardless of cost. The “movable” distinguishes this type of equipment from equipment attached as a permanent part of a building or structure. In addition, “movable property” is discerned from supplies as having a useful life of one year or more. For property control purposes, software will be considered as reference material and does not meet the criteria of movable property. All acquisitions of qualified items must be tagged with a State of Louisiana identification tag and all pertinent information forwarded to the Agency Property Manager within ten (10) days after the receipt of the items.

Tagging Threshold \$1000. NOTE: In most cases the tagging and recording procedure will be accomplished by the Receiving Department. Whenever property meeting the capitalization threshold is routed direct to a department, it is the responsibility of the area Property Custodian to notify the Agency Property Manager

5.2 Gifts of movable property must be given an appraised fair market value and recorded in the inventory, if the fair market value is one thousand dollars (\$1000) or more. The intended donor Department Property Custodian must notify the Agency Property Manager in writing immediately of any notifications of the intent to receive a donation. The Agency Property Manager will perform an analysis of feasibility and comparative fair market value analysis. In turn he will prepare a recommendation and an “Act of Donation “, if applicable, and submit to the Agency Head for signatory and notarization.

In the event that a donation is offered by a current, former or prospective vendor, the Agency Property Manager will notify the Vice President of Business Affairs and in turn he will request an advisory opinion from the Ethics Commission and/or System Board

5.3 Agencies manufacturing movable property for use within the agency must determine the item’s cost based on the cost of labor and materials consumed in its manufacture and include such items in the inventory provided that cost is one thousand dollars (\$1000) or more. It is the responsibility of the Property Custodian that manufactures items meeting these criteria, to notify the Agency Property Manager in writing

5.4 Agencies, which are eligible to receive Federal Surplus Property, must place on the inventory all items acquired from Federal Surplus that would ordinarily be classified as movable property. There are Federal regulations regarding the accountability of Federal Surplus. If not familiar with these contact the Agency Property Manager.

5.5 Livestock acquired for breeding, dairy, and experimental purposes are classified as property and must be reentered in the inventory regardless of the value per animal. Animals acquired for slaughter need not be placed on inventory. When an agency acquires livestock by birth and determination is made that such animals will be used for breeding, dairy, or other experimental purposes, the animals shall be included in the inventory and noted as having been acquired by birth and given an appraised market value. Before fiscal year end, livestock acquired by birth and used for breeding, dairy, or experimental purposes will be re-appraised and the fair market value

5.0 ITEMS OF PROPERTY TO BE INVENTORIED continued

adjusted on the inventory. When an agency acquires livestock by birth and determination is made that such animals will be slaughtered for food, the animals shall not be included in the inventory.

5.6 Vehicles are included in the property control system, but the responsibility for the coordination of the university's transportation is assigned to the Fleet Coordinator. (University Police Chief)

6.0 MARKING AND IDENTIFYING MOVABLE PROPERTY ITEMS

6.1 Each item which meets the definition of items of property to be inventoried as per Section 5.0 of this manual must be identified with the uniform State of Louisiana identification tag which shall bear a unique identification number.

6.2 The Departmental Property Custodian shall ultimately be responsible for seeing that the property is tagged in accordance with State and internal regulations

The Property Custodian is responsible for the maintenance of property identification tags and the timely submittal of required information to the Agency Property Control Manager as prescribed in these regulations.

6.3 Livestock may be tagged in the ear with a metal tag, serialized microchip tagged, lip tattooed, or branded provided that the unique number is set aside. If there is any type of identification mark or tag already on the animal, such as bangs, brucellosis, etc., then up to the last twenty-four (24) numbers of such identification may be entered as the serial number provided the number has not been used before. Instead of the above, the identification number assigned to an animal by the titled department may be used for the serial number. Use the complete number if it is twenty-four (24) digits or less. In this case, a state property tag number will be assigned to each animal and will be set aside to avoid duplicate tag number. (See Section III — Livestock)

6.4 If the item cannot have a State of Louisiana identification tag place on it for physical reasons, the identification number should be set aside and the identification number written on the item with indelible ink (in case of items of cloth), or the number inscribed on the item with a small engraving tool. Authorization must be given in writing by the State Property Control Director through the Agency Property Manager for any item that does not have a state identification mark due to extenuating circumstances.

7.0 PERPETUAL INVENTORY OF PROPERTY

7.1 Location Index — The Agency Property Manager shall establish and maintain a Property Location Index. This index may have up to six (6) alphanumeric characters and shall be used to keep track of the building location of the property of the agency.

Example: 000071 Roy Hall
 00088A T.E.C. Bldg. A

7.0 INVENTORY OF PROPERTY continued

The Agency Property Manager shall keep the Property Location Index for the agency current and shall submit to the State Property Control Director an up-to-date index with each annual certification.

7.2 Acquisition Report the Departmental and Building Property Custodian shall submit all pertinent information on items acquired by the agency and defined in these regulations as items to be inventoried to the Agency Property Manager. The means of submitting the report shall be on a NSU Property Acquisition Report, Exhibit I. This report shall be routed to the Agency Property Manager within ten (10) days of receipt of movable property. In most cases where the receipt is handled by Central Receiving, the physical tagging and form preparation shall be accompanied by Property Control.

7.2.1 Department — Enter name of PROPERTY ACCOUNT to which care, custody and control will be assigned.

7.2.2 Departmental Code — This is a six- (6) digit code and is normally the same as your Budget Code (If in doubt, contact Property Control).

7.2.3 Description of item — Enter the most applicable description with main noun followed by a descriptive information (do not exceed 30 spaces). The principal noun should be listed first, then the most descriptive general word, followed by other essential words.

Example: Desk, Executive, Double Pedestal, Metal

7.2.4 RG Account Number — Revolving Account numbers are no longer utilized. This field is now utilized to capture grant account information. Enter the six- (6) digit code of the account utilized to purchase the property. This information can be found on your copy of the purchase order.

NOTE: The Office of Business Affairs will provide and maintain a schedule of Current Active Restricted Grants and Contracts so as to clearly identify Federal Funds purchases (direct or state pass through). Property Control will monitor purchases using said schedule and specifically indicate on the hard copy Acquisition Report and the internal EDP File, all Federal Property Purchases. Business Affairs will keep the listing current and notify Property Control when changes occur

7.2.5 Tag Number — Enter the last five- (5) numbers appearing on the State of Louisiana identification tag which has been placed on the item. The first five digits should remain constant, as 62200 is the University's property agency number.

7.2.6 Acquisition (ACQ) Code — Enter code number for the most applicable transaction description shown in the upper block on the form as follows:

0 = Items acquired new by the agency regardless of the source of funds

1 = Items acquired by permanent transfer from another State agency (not including State Surplus Property).

2 = Identifies livestock which, at birth, becomes state-owned property.

7.0 INVENTORY OF PROPERTY continued

3 = Items acquired from Federal Surplus, where acquisition cost for an item is one thousand (\$1000) dollars or more.

4= Items acquired by the agency or department through donation regardless of the source.

5= Items manufactured by the University, where the material and labor cost for an item is one thousand (\$1000) dollars or more.

6=Items acquired by loan that are under the University's care, custody and control on temporary basis from a source outside State government.

7=Items acquired from State Surplus Property. Note: A State Disposition (DABF-11) document number is required.

8=Items acquired through legal seizure.

7.2.7 Classification Code — The Property Control Section shall fill in the appropriate nine- (9) digit number, which describes the item to be inventoried. The descriptive items and their corresponding codes are found in Divisions' Inventory Classification Code manual. When an item has not been assigned an inventory classification code number, the Agency Property Manager must contact the State Property Control Director for assignment of a new code number. (All nine (9) digits of the classification code must be filled in).

7.2.8 Serial Number — The Department or Building Property Custodian shall fill in the full alphanumeric digits of the manufacturer's serial number. If there is no serial number, it is very important that it be reported. In cases of theft, the serial number is usually our only means of identification. If an item is received without a serial number, Property Control can and will uniquely serialize using a month, day, year, and item receipt serial number protocol. (In cases where the receipt is conducted at Central Receiving, Property Control will perform this entire task.

7.2.9 Building and Room Number — The Department of Building Property Custodian shall fill in the building number in which the property is located. This code may be found in the Property Location Index section of this manual. The Departmental or Building Property Custodian shall fill in the room number in which the property is located. This number, in most cases, can be found on the entrance door or above the entrance door to the room. If the number is not on the door, refer to a reduced floor plan of the building in the Department Head's office. If this is not available, contact the Physical Plant Director. Room numbers are critical to "Space and Risk Management", which is partially assigned to the Physical Plant Office.

7.2.10 Month/Day/Year — The Departmental or Building Property Custodian shall complete the month and year the item was acquired regardless of the source. If the month cannot be established, an educated estimate will be satisfactory. The proper codes for the months are as follows:

01-January 07-July

02-February 08-August

7.0 INVENTORY OF PROPERTY continued

03-March 09-September

04-April 10-October

05-May 11-November

06-June 12-December

Example: June 1, 1997 = 06-01-1997

(In case where the receipt is conducted at Central Receiving, Property Control will perform this entire task.)

7.2.11 Acquisition Cost — The Departmental Property Custodian shall fill in the item's acquisition cost rounded off to the nearest dollar. Do not fill in cents or .00 for cents, whole dollars only! (Note: In cases where the receipt is conducted at Central Receiving, Property Control will perform this entire task.)

7.2.12 Tag Location Code — The Departmental or Building Property Custodian shall fill in the one- (1) digit code number, which most clearly describes the location of the tag on the item. The codes are as follows:

0= The tag is placed under the housing of the item or when written permission has been granted by the State Property Control Director not to put a state identification mark on an item due to extenuating circumstances.

1= The tag is placed on the item and faces the ceiling

2= The tag is placed on the item and faces the floor

3= The tag is visible only from behind the item

4= The tag is placed on the item and is on the left side when facing the item.

5= The tag is placed on the item and is on the right side when facing the item.

6= The tag is placed on the door post such as the door post of a vehicle.

7= The tag is placed on the inside such panel such as the upper, front part of the right inside panel (knee/leg hole).

8= The tag is placed on the leg of an item.

9= The tag is placed on the item so it is visible when facing the front of the item.

(Note: In cases where the receipt is conducted at Central Receiving, Property Control will perform this entire task.)

8.0 REPORTING ACQUISITIONS

8.1 Section 7.2 in reality translates into a step by step instruction of preparing a Movable Property Acquisition Report. (Note: In cases where the receipt is conducted at Central Receiving, Property Control will perform this entire task, but it remains the responsibility of the Property Custodian as not all receipts are routed through Central Receiving!). The report is an implement for adding records to your inventory, use it wisely. The physical inventory is a legal record of property, utilized in case of loss, theft, or destruction for insurance• recovery. In reporting the acquisitions to the Agency Property Manager, Property Custodians must perform the following:

1. Enter all pertinent information on the acquisition report.
2. Route completed form to the Agency Property Manager promptly.
3. Retain goldenrod copy of report for your files.
4. Manually enter the new information on your perpetual inventory.

9.0 ANNUAL PHYSICAL INVENTORY REQUIREMENTS

9.1 Direct/Coordinate — The Director of University Plant Services, who is the agency’s designated Property Manager, directs and supervises the taking of a complete agency physical inventory by department each fiscal year. The Departmental or Building Property Custodian shall each year, upon notification by the Agency Property Manager, conduct a physical inventory of the property under the care, custody and control of their department or in their area of responsibility. The Departmental or Building Property Custodian is responsible for recording the true and actual results of the physical inventory.

9.1.1 Submittal — The Departmental Property Custodian shall

- A. MARK CLEARLY ON THE INVENTORY LISTING THE ITEM (S) NOT LOCATED
- B. SUBMIT A MPTR FORM THAT VERIFIES THAT THE ITEM (S) IS NOT LOCATED AND WHAT THE CUSTODIAN THINKS HAPPENED TO THE ITEM.
- C. REPORT ANY ITEM (S) MEETING THE TAGGING THRESHOLD THAT DOES NOT DISPLAY A PROPERTY TAG.
- D. REPORT ANY ITEM (S) WITH A TAG THAT DOES NOT APPEAR ON THE INVENTORY LIST.
- E. SUBMIT THE TRUE AND ACTUAL RESULTS OF THE PHYSICAL INVENTORY TO THE PROPERTY MANAGER ON OR BEFORE THE DEADLINE.

9.0 ANNUAL PHYSICAL INVENTORY REQUIREMENTS

9.2 Notification — The Agency Property Manager shall notify the Departmental and Building Property Custodian through cover from the Agency Head, when the physical inventory shall begin. At that time, he will send each Property Custodian two internally generated computer printouts showing what the State’s Master file has recorded as the property inventory for each particular area of responsibility. One copy shall be prioritized by Building/Room number sequence, the other by State Tag Number sequence. Physical inventory update may be made directly on a copy of the computer printout clearly marked “Property Control Copy”. However, all required information must be given. The Agency Property Manager, State Property Control Director, the Commissioner, or their representatives may supervise or observe all or any part of any inventory.

9.3 Certification — On the copy of your physical inventory sheet that is designated for return to the Agency Property Manager, you will find the following certification:

I do hereby certify that the information entered on this inventory report represents to the best of my knowledge, a true and accurate accounting of all movable property having an original cost of \$1000 or more, owned and/or used in my area of responsibility as of 01/01/”current year”

DATE _____ : SIGNATURE: _____

(PROPERTY CUSTODIAN)

Record your results on the copy attach an addendum of items not listed on the inventory sheet; attach a “MPTR” form listing items not located with an explanation of loss and submit to Property Control on or prior to deadline.

9.4 Unallocated Property/Discrepancies — The Agency Property Manager will forward to the Agency Head a detailed list of the university’s discrepancies prioritized by Property Account. The Agency Head shall instruct the appropriate Vice Presidents to request a letter of explanation of loss from Property Custodian and a detail account of what will be done to circumvent future loss. The appropriate Vice President will forward a copy of it to Property Control for insertion into the Certification and Account Files.

9.5 Agency Certification — The Director of Plant Services must submit the Annual Agency Certification to the State Property Control Director with a copy of the Legislative Auditor on or before the anniversary of the prior year’s certification. Copies of the current and three prior year’s discrepancy must be included in the packet. In addition, disposition documents for the third previous year’s discrepancy along with a copy of the last page of the State’s Master file printout must be included.

9.6 Audits — In order to insure the integrity of the Physical Inventory Certifications and create a higher level of awareness in the university community. The Property Manager through the Property Control Section will perform random audits and others based on professional judgment. The results of the audits will be submitted to the Agency Head and the appropriate Vice Presidents, Internal Auditor, Deans and/or Department Heads. The appropriate Vice President

9.0 ANNUAL PHYSICAL INVENTORY REQUIREMENTS continued

will advise the Agency Property Manager in writing, on the steps taken by the Property Custodian to reconcile and circumvent future discrepancies.

If strong improprieties are noted, (such as Property alienation,) the Agency Property Manager will immediately notify the Agency Head. The Agency Head will advise the Property Manager to notify the State Property Control Director and initiate an internal investigation

9.7 Individual Penalties — “each person to whom property is entrusted and receipted for as provided in these regulations shall be liable for the payment of damages whenever his wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage to or destruction of property of his agency for which he is responsible as provided herein, and such damages shall be recoverable in a civil suit therefore prosecuted on behalf of the state by the attorney general.”

9.8 Agency Penalties — “The Commissioner shall have the authority to invoke any and all of the following actions when agencies are found to be in noncompliance with these regulations.

1. Call in the good faith performance bond of respective property manager (s).
2. Take action to restrict or require acquisition of movable property only on approval of the Commissioner until compliance with the movable property regulation is completed.
3. Revoke or restrict purchasing authority for movable property.
4. Contract, at the expense of the agency in noncompliance, the resources necessary to resolve the compliance problem.”

AUTHORITY NOTE: Louisiana Administrative Code Title 34, Louisiana Revised Statutes; Title 39:321 through 39:322, Constitution of the State of Louisiana, Northwestern Policy and Procedure Manual,

University Plant Services Policy and Procedure Manual, NSJJ Faculty Handbook, Board of Trustees Rules;

Chapter 3, Section 7.A.6 and NSU Staff Handbook

NORTHWESTERN STATE UNIVERSITY

- TRANSACTIONS: DISPOSITION, MOVES, RELEASE FOR REPAIRS, HOME USE

- SECTION: II

1.0 DEFINITIONS / ABBREVIATIONS

1.1 MO VABLE PROPERTY TRANSACTION REQUEST FORM (MPTR FORM) - EXHIBITII— Form utilized by the Property Custodian to request that specific property be Surpluses, Change of Location, Dept. transfer, or Not Located/Missing. Request to sale as is where is, scrapped, dismantle, or slaughtered will be requested and submitted by Property Control to LPAA.

1.2 TRANSFER — State Property Control disposition authority; an on line process on Louisiana Property software system Protégé’.

2.0 DISPOSITION

2.1 No property of any agency shall be sold to any person or legal entity or other wise alienated, or be transferred, assigned or entrusted to any other agency without the written permission of the commissioner through an approved State Property Transfer

2.2 To transfer any property of a department, the Departmental Property Custodian must fill out a Movable Property Transaction Request form and submit it to the Agency Property Manager. To complete the transaction “Prior” written approval on a MPTR form from the Agency Property Manager is mandatory for the process to be finalized. In cases involving the sale, transfer to LPAA, scrap, dismantle or loan out to other state agencies type dispositions, the Agency property Manager must get prior approval from the State Property Control Director.

In no case shall any State owned property be destroyed prior to the approval of the Commissioner

In most cases where the property item is requested for scrap and is such that it can be stored in the University’s Property Surplus Warehouse until approval is received from the Commissioner, the Agency Property Manager will change the requested disposition. The change will reflect a “transfer” to the university surplus Property Account so that the property can be safeguarded. Property determined to be in usable condition is normally attempted to relocation in other department or surpluses and sent to LPAA

Property Custodians must exercise good judgment in the care, custody and control of a surplus item until they receive approval or they are released of responsibility by signatory from the Agency Property Manager or his designee.

2.0 DISPOSITION CONTINUED

2.3 When the Department or Property Custodian has knowledge or reason to believe that any property is lost, stolen, damaged, or destroyed through vandalism, fire, windstorm, or other Acts of God, the Property Custodian or Department Head shall immediately upon their knowledge proceed with the following action.

a.) Property Custodian shall notify the Agency Property Manager with a MPTR (Movable Property Transaction Request) Form

b.) Property Custodian or Department Head shall notify University Police so a report can be done.

Once University police has completed their report the Police Department shall:

a.) Proceed with an investigation if it is warranted.

b.) Forward a copy of the police report to Property Control.

Property Control will compile the information from the MPTR from the Department and Police Report and will proceed as follows:

a.) Forward information to Agency Head

b.) Report to the State Property Control Director.

c.) If theft by forced entry or act of god, prepare a transfer to remove from system

d.) Item is placed in un-located year of the certification if property is theft by non-forced entry. Note property must remain on books for three year as un-located before the agency can remove it.

e.) File in the un-located file of the certification year for future review.

The Agency Head

a.) Report to Legislative Auditor

b.) May request explanation and plan of action from Property Custodians.

Property Custodians involved may also be required to provide the following:

a.) Explanation to Property Control and The Agency Head of how this thefts or non-forced entry lost occurred.

b.) Provide a plan of action to reduce or prevent future incidents.

3.0 MPTR FORM POLICY AND INSTRUCTIONS (EXHIBIT II)

3.1 This form is the means by which a Property Custodian receives written approval for the disposition or relocation of all items of state property from a department or building. NOTE: The President or appropriate Vice President can override or initiate a MPTR Form for any department

3.2 This form is a REQUEST from a Departmental or Building Custodian and is not, in any case, to be considered an approval for any action until an approved signed copy is returned by the Agency Property Manager.

3.3 The Agency Property Manager shall either approve or disapprove each transaction request.

3.3.1 Inter-Agency Moves and/or Transfers — Moves or transfers requiring the physical task be performed by Property Control will transact as follows

1. A work order will be prepared and delivered along with the remaining 4-parts of the MPTR Form, once approved by property control, to the university's moving contractor. The requesting Property Custodian is to retain the Goldenrod copy for submittal receipt.

2. The contractor will contact the requesting Property Custodian within five (5) working days and move property.

3. Upon pick up form the requesting Property Custodian, the agent of the contractor shall sign the MPTR Form "Person Making Delivery/Pick Up". The requesting Property Custodian is to retain the Pink Copy as receipt of pick up

4. Upon receipt by the receiving Property Custodian, the university's moving contractor must secure a signature from the receiving Property Custodian on the MPTR Form under "Received by:" The receiving Property Custodian is to retain the Canary Copy as receipt of property

5. The university's moving contractor will sign the work order indicating completion of the moving task and forward the remaining (2) two copies (White and Green) immediately to Property Control.

6. Upon receipt of the White and Green "MPTR" with all signatures, Property Control will post all applicable changes to the internal and external file. Property Control will file the (White and Green) in the requesting agent's and receiving agent's file.

3.3.1 Inter-Agency Moves and/or Transfers — Moves and Transfers not requiring physical moving work order (e.g.; to be moved by department, title transfer only, etc.) will transact as follows:

3.0 MPTR FORM POLICY AND INSTRUCTIONS CONTINUED

1. Requesting Property Custodian prepares MPTR Form listing; description of item, State Tag number, Serial number (if available), new location requesting to move to, present location, type of transaction (transfer or location change), requesting and receiving Property Account

titles/codes and signed by the requesting Property Custodian. The Property Custodian retains Goldenrod copy as a submittal copy.

2. Mail or hand delivers to Property Control the remaining 4-part MPTR form.

3. Upon receipt at Property Control, the Property Manager or his designee will research and insure that the questioned property is under the care, custody, and control of the requesting Property Custodian.

4. A. Valid Request Property Control approves the request and returns all copies to the requesting agent. Note: Property Control will make a copy of the “MPTR” form and place in pending folder.

B. Invalid Request Form disapproved and returned with notation as to the problem (Original retained in Property Control for file).

5. Requesting Property Custodian receives the MPTR form “approved” by Property Control and now has the authorization to relocate and/or transfer the item to another Property Account.

6. At the time of the actual physical transfer, the receiving Property Custodian signs the four-part form and notes the new location. At this time the Requesting Agent retains the pink copy for his file, forwards the white and green copies to Property Control (Note: The property will remain under the requesting agents inventory pending receipt of the white and green copies in Property Control!). This completes the transaction for each of the departments or buildings involved.

3.4 Disposition of Property Procures with Federal Funds — It is the responsibility of the Property Custodian to note on the MPTR Form, the items to be disposed that were procured with Federal Funds, if the grant remains active or special provisions for disposal are stipulated in the grant or contract. It is the responsibility of the Grants and Contracts Office to monitor such grants and contracts and provide a copy of those with special disposition provisions to the Agency Property Manager. It is the responsibility of the Business Affairs Office to keep current and provide to the Agency Property Manager a schedule of current active accounts and clearly delineates those that are Federal Funds being either direct or passed through other state agencies.

4.0 AUTHORITY TO RELEASE EQUIPMENT FOR REPAIR (EXHIBIT III)

4.1 This form must be completed when a piece of capitalized equipment is released to another department or company for repairs. The form is mainly for departmental use, but a copy must be forwarded to the Property Control office. The form is used to assist the Property Custodian in tracking equipment that is sent for repairs. It also serves as a hand receipt in case of audit.

It is required herein, that all shipments of property, for repair or replacement, be coordinated through Property Control for proper documentation and insurance requirements. The State Tag number must appear on the Shipping Request Form. If it is known prior to shipping whether, the authorized dealer will replace the unit with a new unit of equal or higher value, Property Control must be notified in writing on Exhibit III contained herein and noted on the Shipping Request therefore stating those terms.

5.0 HOME USE/TEMPORARY REMOVAL OF STATE PROPERTY (EXHIBIT IV)

5.1 No property of this agency shall be removed from its assigned and documented location without the written approval of the employee's department head, dean and/or appropriate vice president and the agency property manager. A copy of the approved form must accompany the equipment at all times. Form #RFRSMP shall be completed when requesting a temporary (less than one year) removal of State Property from its assigned location. Any loss resulting from this transaction shall be recoverable in full at the Acquisition Cost from the requesting employee. Specific preparation instructions are contained thereon.

AUTHORITY NOTE: Louisiana Administrative code Title 34, Louisiana Revised Statutes; Title 39:32 1 through 39:332, Constitution of the State of Louisiana, Northwestern Policy and Procedure Manual, University Plant Services Policy and Procedure Manual, NSU Faculty Handbook, Board of Trustees.

**NORTHWESTERN STATE UNIVERSITY
- LIVESTOCK POLICIES AND PROCEDURES**

Section III

1.0 PURPOSE AND SCOPE

This procedure outlines the method of physically handling an accounting for the acquisition, disposal (Sales of Cattle, Death of Animal) and end of year procedures relative to state owned livestock.

2.0 ACQUISITION/BIRTH PROCEDURES

2.1 When an agency acquires livestock by birth and a determination is made that such animal will be used for breeding, dairy, or experimental purposes the animal will be added to the inventory and assigned a tag number by the Property Custodian or his designee. Animals acquired for slaughter need not be placed on inventory. Livestock may be tagged in the ear with a plastic tag, serialized microchip tagged, lip tattooed, or branded, provided that unique tag number is set aside. If there is any type of identification mark or tag already on the animal, such as bangs, brucellosis, etc., then the last twenty-four (24) numbers of identification may be entered as the serial number, provided the number has not been used before. Instead of the above, the identification number is assigned to an animal by the titled department may be used for the serial number. Use the complete number if it is twenty-four (24) digits or less.

NOTE: All purchases must conform to the State's procurement code

2.2 Property Custodian assigns a state property tag number to each animal. Said tag must be set aside to avoid duplicate tag numbers. Assigned tag must cross-reference to number utilized as serial number.

2.3 Complete Livestock Record: (EXHIBIT IV)

- A. Date Record established
- B. NSU I.D. NO. (brand, tattoo, microchip, ear tag number)
- C. State Tag Number.
- D. NSU I.D. number location (right rear flank, ear, lip, etc.)
- E. Type (tattoo, brand, ear tag, microchip, etc.)
- F. Description of animal
- G. Sex of animal
- H. Acquisition date (birth or purchase)
- I. Age (if purchased)
- J. Purchase cost or estimated value (estimate only if acquired by birth)
- K. Method of disposal

L. Date of disposal

M. Prepared by (Property Custodian or Designee)

2.0 ACQUISITION/BIRTH PROCEDURE continued

2.4 Complete a Movable Property Acquisition Report (Enter the identification number in the serial number column). Ref Section I — 7.2.

2.5 Route Movable Property Acquisition Report with Property Control Manager and file delivery copy in department's records.

3.0 DISPOSAL - SALE OF LIVESTOCK

3.1 The Property Custodian files a MPTR at least fifteen (15) days before the anticipated sale date with the Property Control Manager. A licensed auctioneer at a public auction must conduct all sales. (If funds generated Therefore and requested to be retained, a letter from the Vice President of Business Affairs must be attached stating that said funds were budgeted for a specific purpose within the program).

The MPTR must state clearly:

A. Animal's Description

B. State Property Tag Number

C. NSUID. Number

D. Date, Time, and Location of Sale

3.2 The Property Manager seeks written approval for the sale from the Commissioner of Administration through the State Director of Property Control through letter of facsimile.

3.3 DISAPPROVED MPTR returned to requesting Property Custodian with Explanation.

3.4 APPROVED Copy of approval letter returned to requesting Property Custodian to proceed with sale.

3.5 Upon receipt after the sale, forward a copy of the auction barn's ticket with a Copy of the check and the check stub to Property Control.

(Note: Forward all originals to the Office of Business Affairs for proper deposit in department's account). Keep a copy of documentation for the file.

3.6 Upon receipt of documentation noted above. Property Control will do a transfer on line in the Louisiana Property software system to remove the Livestock from the department's inventory.

4.0 DISPOSAL - DEATH OF LIVESTOCK

4.1 Upon notification or knowledge of animal's death, the Property Custodian Shall files a verbal report with the Property Control Manager and University Police and request verification.

4.2 The Property Custodian must follow through with written notification via A MPTR form designating the proper animal and its related state tag and NSU I.D. number. A statement as to the probable cause of death must be included.

4.3 The property Control Manager or his designee, along with a University Police officer shall make a site visit and photo the deceased animal for confirmation and verification.

4.4 University Police shall document the incident and record in their department files for possible future reference.

4.5 The State Property Custodian shall dispose of the animal in accordance With Federal, State and local ordinances, statutes, etc.

4.6 Upon receipt of MPTR form, Property Control will submit accumulated Data and a Transfer to Division for removal of the Livestock from the department's inventory. Approval of transfer will transact removal from master file.

5.0 ANNUAL RE-APPRAISAL OF LIVESTOCK

5.1 On or around February 17 of each fiscal year, Property Custodians will receive a “re-appraisal” letter from the Property Manager listing those Animals that meet criteria for re-appraisal, when applicable.

5.2 The Property Custodian shall review the growth and health of each animal Factor in the current market value and note the increase or decrease in the Animal's estimated current value. This information must be submitted to the Property Manager with there Annual Departmental Certification.

5.3 The Property Manager, upon receipt, shall update the master file and Internal EDP records accordingly. In turn, said values will be submitted with the year-end property report to Business Affairs.

AUTHORITY NOTE: Louisiana Administrative Code Title 34, Louisiana Revised Statutes: Title 39:321 through 3:332. Constitution of the State of Louisiana. Northwestern Policy and Procedure Manual. University Plant Services Policy and Procedure Manual. NSU Faculty Handbook. Board Of Trustees Rules: