**Authority**

[CSU Administration of University Property](https://calstate.policystat.com/policy/11206798/latest/)

[Sonoma State University Property Management Policies & Procedures](https://finance.sonoma.edu/sites/finance/files/ssu_property_management_policy.pdf)

**Internal Control Objectives**:

Properly account for and protect Departmental physical assets.

**Examples of Internal Control Practices**:

1. Assign Property Management Duties. Maintain current assignments for inventory Property Custodians and Property Managers. In the event of turnover, promptly appoint a new responsible party.
2. Recording Property and Equipment Acquisitions: Ensure recording of property and equipment. Verify SSU State Tag is affixed to relevant assets.
3. Property and Equipment Disposals and transfers: Establish a written system that ensures campus policies for proper approval, documentation, and recording of property and equipment disposals are followed.
4. Conducting Physical Inventories: The owner department is responsible for conducting an annual inventory of inventoried equipment when requested by Property Management. Property Management will provide a listing of equipment assigned to each Inventory Department and the asset list should be completed as requested by Property Management. The listing should be approved by the Property Manager and Custodian and forwarded to Property Management Office who will perform a spot check every three years.
5. Reconciliation and Review: Reconcile physical inventories annually to the list provided by Property Management Team, ensure no variances.

**Examples of Sound Theft Protection Measures**

Departments with office areas that are easily accessible to the general public, or departments which are responsible for property which is susceptible to theft should consider utilizing one or all of the following theft protection measures:

* Ensure that property and equipment are identified with an SSU State ID tag.
* Engrave property and equipment with identifying information using an engraving tool, marking with paint or other appropriate marking.
* Lock property and equipment using a cable and lock to desks and stands.
* Utilize a security room or closet to store any items considered vulnerable to theft.
* Periodically review key and room security needs.
* Annually review lap top permits and verify assignee and asset usage.

**Department/Unit Inventory Requirements**

For inventoried equipment, the following information should be maintained either with paper files or digitally:

* Description of equipment including model number
* Serial number
* SSU State Tag Number
* Building and room location
* Transaction date (date received)
* Purchase order number
* Photo of Asset and last known location
* The email transferring the item to the department

**Department Inventory Suggested Practices**

1. Maintain file of current laptop permits. When a portable computer is delivered after purchase or transferred to the department, complete the permit on that day. Do not issue portable computers for use before a permit signed by the appropriate individual.
2. Maintain a file with photographs of each item and its property tag. This is particularly useful for items such as laboratory equipment for which the description might not be helpful in locating the item.
3. Have the signers confirm by email each year that they have the portable computers or loaned equipment that is documented in the department records.
4. Maintain current records of each item’s location.
5. Maintain a file of the transfer messages for the items that have been transferred to your department
6. When Items have a main user as in the case of workstation computers, Maintain a list of the main users and locations of the items.
7. The IT staff can sometimes determine the location or last user of computers. The IT Help Desk should be consulted before reporting a computer missing.
8. When a property manager, property custodian, or other person who has been maintaining the department inventory records retires or otherwise leaves the department be sure that the inventory records are retained so they will be useful to the next person who performs the inventory and the file of permits and loan agreements remains intact.
9. Perform the annual inventory within the three weeks allowed by campus policy. Delaying the inventory makes the process more difficult when there are transfers between departments while the inventory is open.