

# **SONOMA STATE UNIVERSITY PROPERTY MANAGEMENT POLICIES AND PROCEDURES SUMMARY**

\*\*\* For comprehensive property guidelines, please see “Sonoma State University Property Management Policies and Procedures”

1. Chain of Responsibility (Section 3.1)
  - a. Division Vice Presidents – Primary Responsibility
  - b. Property Manager - Designated employee as delegated by Vice President
  - c. Property Custodian – Designated employee as delegated by Property Manager
  
2. Responsibility and Role of Property Manager/Custodian
  - a. Maintain current, complete, and accurate property records (Section 3.2)
  - b. Within one business day, inform the Property Program Coordinator when any property requires a University tag #. This includes CCP purchases. (Section 4.5)
  - c. Inform the Property Program Coordinator by e-mail for the following requests:
    1. Property Surveys (section 8.2)– Use the “Property Survey Request” form. Send the request to the Property Program Coordinator and cc: the applicable Property Manager
    2. Inter-Departmental Transfers (Section 7.3) – Use the “Inter-Departmental Property Transfer Notification” form. Send to the Property Program Coordinator and cc: your Property Manager and transferee department Property Custodian
  - d. Ensure the “Equipment Loan Agreement” Form is used for all equipment that is taken off-campus (Section 7.5). Form is signed by lendeer, Property Custodian, and Property Manager. Form is retained by Property Custodian.
  - e. Ensure the “Property Manager/Custodian Change Form” is completed and sent to the Property Program Coordinator for changes in Property Managers and Custodians. (Section 3.8)
  - f. Perform annual inventories of all property assigned to the department. Inventories should be completed within 2 weeks, unless special arrangements are made (Section 5.2)
  - g. Ensure lost or stolen equipment is reported to Police Services and the Property Program Coordinator immediately. Fill out and send the “Equipment Loss Report” form to the Property Program Coordinator (Section 8.3)
  - h. Notify Property Program Coordinator of all equipment purchased for an off-site location (Section 4.7)
  - i. Notify Property Program Coordinator of equipment returned to the vendor (Section 4.8)
  - j. Include any equipment as a “trade-in” on an e-requisition request to the Purchasing Dept.(Section 8.4)
  - k. Contact the Property Program Coordinator for guidelines on selling surplus property (Section 8.6)
  - l. Ensure the “Gift in-Kind” form is completed for all gifts and donations of equipment (Section 4.2)
  - m. Maintain warranty information and supporting purchase documents (Section 3.2)
  
3. Responsibility and Role of the Property Program Coordinator
  - a. Tagging and tracking of all University equipment (Section 3.3, 4.5, 4.6, 4.7)
  - b. Coordinating the annual department inventory with the Property Custodian (Section 5.2)
  - c. Maintaining and updating all Property Survey, Transfer, and Loan requests