

Louisiana State University

Office of Facility Services

Operating Instruction 1004

Effective Date: December 1, 2010

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SUBJECT: PROPERTY CONTROL

I. General

- A. It is the objective of the University and the Office of Facility Services to control the use and disposal of moveable property and equipment.
- B. The Executive Director's office has the responsibility and functional authority to act as Property Officer of the Office of Facility Services.
- C. Each department shall appoint an employee to be their Equipment Coordinator for purposes of inventory and other moveable property and equipment transactions.
- D. LSU Policy Statement 101 (PS 101) [http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/57FB041892CA1D7A86256C250062AE8A/\\$File/ps101Rev00.pdf](http://appl003.ocs.lsu.edu/ups.nsf/4d8b193f0753c7e48625714000672ba4/57FB041892CA1D7A86256C250062AE8A/$File/ps101Rev00.pdf) states the policy of the University in governing the appropriate use by employees of equipment, materials, services, and other property of the University. This policy shall be adhered to by all Facility Services employees.

II. Use of Property

- A. University property and equipment may be used only in the performance of University duties.
- B. Before any equipment is transferred to another department, used for parts or disposed of, employees must notify the Equipment Coordinator and Property Officer, through the Executive Director's office, and fill out and receive approval of an **Equipment Inventory Action Request**.

- C. Equipment may not be taken by employees or loaned out for personal use.
- D. Equipment that is stolen or destroyed must be reported to the LSU Police department, Property Management and the Facility Services Property Officer.

Annual Physical Inventory

- A. Each item on the inventory list, created by Property Management, must be located and marked on the list. The list contains all items purchased by December 31st of the previous year.
- B. The Equipment Coordinator for each department is responsible for confirming the location of each item on their departmental inventory list in accordance with University policies and under the functional supervision of the Executive Director's office.