

# POLICY

**Effective Date: March 6, 2019**

**Approved by: Executive Vice President  
Finance and Administration**

**Authority:** Louisiana Property Assistance Agency

**REPLACES FASOP:** PUR-05

## **POL-U34.307 Identifying and Recording University Moveable Property**

*This policy applies to LSU A&M, LSU AgCenter, LSU Alexandria, LSU Eunice, LSU Shreveport, and Pennington Biomedical Research Center, which all share a common financial management system, and to individuals who acquire moveable property for the university by any means, i.e. purchased, fabricated and donated.*

### **1. Definitions:**

*Asset Custodian* – Employee designated by each department as having responsibility for all moveable property assigned to the department.

*Asset Management System* – The official financial record of moveable property.

*Capital Assets* – Movable property with an original cost (or fair market value for donated assets) of \$5,000 or more, and a useful life of at least one year.

*Donated* – Non-cash gifts of moveable property given a fair market value as agreed upon between the donor and head of the receiving campus or department and recorded in the asset management system, if the fair market value is \$1000 or more. A fair market value in excess of \$5,000 requires an independent appraisal.

*Fixed Assets* – Used interchangeably with *Moveable Property*.

*Livestock* – Animals acquired for breeding, dairy and experimental purposes with the exception of fowl, rodents and any other similar type small mammals. The Louisiana Property Assistance Agency (LPAA) requires tagging of horses, cattle and trained dogs (K9), regardless of cost/value.

*Moveable* – not attached as a permanent part of a building or structure.

*Moveable Property* – Equipment or other tangible non-consumable property. Also referred to as *fixed assets*.

*Property* – All tangible non-consumable moveable property owned by the University.

*Property Manager* – The individual designated by the agency head as having responsibility for all property within the agency, in accordance with the Louisiana Administrative Code (LAC), Title 34, Part VII, Section 301 – “Appointment of Property Managers”.

*Sensitive Items* – All items, regardless of value, that require special control and accountability due to unusual rates of loss, theft or misuse, or due to national security or export control considerations. Including, but not limited to: pistols, rifles, shot guns, Tasers, beanbag guns, stun guns, starter pistols, noise suppressors, bulletproof vests, etc.

*Taggable Moveable Property* – All moveable property with a cost of \$1,000 or more when originally purchased, all donated property having a fair market value of \$1,000 or more, all weapons and livestock, regardless of cost.

**2. Executive Vice President for Finance and Administration Identifies and Records University Assets**

The Executive Vice President for Finance and Administration will ensure that items (whether purchased, fabricated or donated) which meet the definition of moveable property will be accurately classified, tagged and recorded in the university's asset management system.

**3. Responsibility for Property**

The property manager shall be responsible for ensuring that the asset custodian of each campus or department is responsible for all moveable property within each campus/department.

**4. Asset Management System**

Property Management personnel maintain the asset management system.

- The asset management system is the official record of all university moveable property.
- Property management personnel or asset custodians will classify, tag and record all moveable property, regardless of acquisition method.

**5. Recording Assets**

All moveable property recorded in the asset management system will be in accordance with the standards specified in Title 34, Part VII Property Control of the Louisiana Administrative Code and Generally Accepted Accounting Principles (GAAP).

- **Determination of Acquisition Cost**

The University's capitalization policy includes all items with an acquisition cost of \$5,000 or more and an estimated useful life greater than one year. LPAA has defined the acquisition cost of moveable property as including all of the following:

- a) Base Price/Purchase Price
- b) Freight and Transportation Cost
- c) Sales Taxes
- d) Site Preparation and Installation Costs
- e) Professional Fees

- **Determination of System Components**

When multiple components work together as a system, Property Management will make a determination whether to tag and record components individually or as a system, using factors, including but not limited to:

- a) Useful life of each component;
- b) Likelihood the components will remain together for full life cycle(s);
- c) Versatility and/or interchangeability of components with other applications, outside of the original system;
- d) Ensuring track ability throughout life cycle based on above.

**6. LaCarte Purchases of Moveable Property**

Purchases of Taggable Moveable property are not allowed on the LaCarte Procurement Card.

**7. Moveable Property Acquired through Act of Donation**

Moveable property donated to the university must be tagged and recorded in the asset management system. It is the responsibility of the asset custodian to ensure that any moveable property has been properly identified and recorded.

- All items of moveable property donated to the University become the property of the University.

**8. Transfers of Moveable Property through Agreements, Contracts or Agency Transfers**

The asset custodian must notify, in writing, of any transfers of Moveable Property through an Agreement, Contract or state agency request. LSU Office of Property Management will acknowledge the receipt of inventory and add to asset management system.

**9. Off-Campus Storage**

The asset custodian shall be responsible for documenting an employee’s temporary use and storage of moveable property off campus. Request for Off-Campus/Home Storage of Equipment shall be approved based on necessity of research or within the scope and mission of the University.

**10. Sensitive Items**

It is required to report the theft or loss of sensitive items to LSU Office of Property Management. Any such loss of sensitive items will be reported immediately to LPAA. All sensitive items must be located at annual inventory certification. Un-located items could result in a “Disapproved” or “Conditional Approval” rating for the certifying year.