

OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Physical Plant Division Operating Policy and Procedure Manuals

DATE: October 24, 2003

SUBJECT: Property Responsibility

PURPOSE

The purpose of this Physical Plant Operating Policy/Procedure (PP/OP) is to establish procedures for the administration of the Physical Plant property accounting system. The objective of this policy is to assign responsibilities for the proper custody, care, maintenance, and safe keeping of the state property assigned to Physical Plant.

REVIEW

This PP/OP will be reviewed by August 1 of each odd numbered (ONY) by the manager for material resources with recommendations forwarded to the managing director for physical plant.

POLICY AND PROCEDURE

1. Definitions
 - a. *Consumable property*: materials and supplies used in the execution of maintenance, repair, modification, and/or construction of buildings, structures, and systems. Consumable supplies are also used in the performance of office operational duties.
 - b. *Non-consumable property*: tools, equipment, and furnishings provided to accomplish work and whose identity is retained and used repeatedly.
2. Property Accounting Policy
 - a. All state-owned property will be accounted for by the person directly in authority such as associate director, superintendent, manager, foreman, or supervisor and will be referred to hereafter as a property custodian. This individual has the prime responsibility for accountability and control of that property assigned to their department/shop/area. No person will entrust state-owned property to any official or employee for use other than official state purposes.

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b. In the event state property needs to be moved to an employee's personal residence to accomplish university work or business, a *Temporary Use of Equipment Authorization* form (Attachment) must be completed and forwarded to Department Supply (DS). Approval signature will be that of the managing director - physical plant. If the property will be returned to the Physical Plant week, the original will be held at DS after approval. If be remaining off campus for move than one week, the original forwarded to the manager – property inventory with copies remaining in DS. If the property is a computer system, software or related equipment, copies will be directed to the manager - physical plant information systems.

c. Each department/shop will administer the departmental property accounting system and provide required records, reports, and forms supporting the custodian in the execution of the property accounting and control responsibilities. Exception: Information Systems will provide accounting records for all computer systems and related equipment.

3. Procedures for Property Accounting

- a. Each department/shop will designate a property custodian. The property custodian will maintain the required records on all property controlled by the department/shop and will annually make a complete physical inventory of all non-consumable property in its possession.
- b. Reference PP/OP 05.01 for disposal of property.
- c. When an assignments change occurs in the department/shop in management; for example, foreman or supervisor, the outgoing person will:
 - (1) conduct an inventory with the replacement of all non-consumable property for which they are responsible. If a replacement has not been hired, an employee from Department Supply will assist.
 - (2) obtain a signed receipt from the individual assisting with the inventory for all non-consumable property accounted for by the joint inventory.

4. Liability for Property Loss

- a. A custodian entrusted with property will be monetarily liable for the loss sustained by the state if:
 - (1) property cannot be accounted for whether through theft or other cause or
 - (2) property deteriorates from failure to properly maintain or service the item(s).
- b. Any division employee who damages or destroys property intentionally or through negligence will be monetarily liable for the loss sustained by the state.

RESPONSIBILITIES

<u>POSITION</u>	<u>SECTION</u>	<u>MONTH</u>	<u>DAY</u>
Unit Manager - Material Resources	Review	Aug	1 (ONY)

Approved: _____
Reviewer

Approved: _____
Director for Physical Plant