SJSU

Asset Services Procedure Manual

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Overview

The university must maintain accurate accounting records and strong internal controls over property in order to accurately reflect capital assets in its financial statements and to protect against loss. The Property Coordinator reports to the [Distribution and Asset Services Manager](#) and has primary responsibility for tracking, tagging, inventorying, and coordinating disposal of property.

Types of Property

The university tracks the following types of property in its Asset Management system:

- Land and land improvements
- Buildings and building improvements
- Improvements other than buildings
- Infrastructure
- Leasehold improvements
- Construction work in progress
- Works of art
- Library books
- Intangible assets – primarily purchased software, this can also include internally-developed software, web sites, copyrights, patents, and easements.
- Equipment – this is the only type of property that is tagged. The guidance below regarding acquisition and disposal relates mainly to equipment.

Responsibilities

The following matrix displays the main tasks involving property and the departments responsible for these tasks.

Task	Asset Services Property Coordinator	Property Survey Committee	FD & O Recycling and Moving Services	Contacts & Procurement Services ReUse Coordinator	Department Property Custodian
Tagging Equipment	X				
Maintaining equipment and safeguard from loss					X
Notifying the Property Coordinator (and University Police Dept. if necessary) of changes in equipment inventory					X
Maintaining records of equipment taken off-campus					X
Conducting physical inventory of equipment	X				
First point of contact for disposal	X				
Authorizing disposal of property		X			X
Recycling and moving property			X		
Selling Property				X	

Other tasks relating to property and the departments responsible include:

- Accounting for capital assets – [Accounting Services](#)
- Maintain inventory record of university property– [Asset Services](#)
- Maintaining detailed construction accounting records – [Facilities Development and Operations (FD&O) Administrative Services](#)
- Maintaining detailed IT infrastructure records - Information Technology Services
- Property insurance – [Risk Management](#)
- Acceptance of gifted property – [University Advancement](#)
- Computer data security – [Information Technology Services (ITS)](#)
- Maintenance of land, buildings, infrastructure, and the vehicle fleet – FD&O (various departments)
- Receiving, delivering, and returning equipment – [Distribution Services](#)

Acquisition

Purchases

Property is purchased via a [Ways to Pay](#) process, but must also be tracked separately for purposes of internal control and financial reporting. If the unit cost of an item is $5,000 or more (inclusive of sales/use tax and freight) and has a life expectancy of two years or more, it is considered a capital asset. Capital assets are recorded as assets for financial reporting purposes and must be depreciated over their useful lives.

Returns

When property must be returned to the vendor, departments must complete the [Shipment Request](#). If the equipment has already been tagged, notify the Property Coordinator immediately to remove the tag. Distribution Services will forward a copy of the Shipment Request to the Property Coordinator, which will complete the Property Survey Report and forward to the department for signature.

Donated Property and Gifts

There are two types of property donated to the University: Donated Property and Gifts. "Donated Property" is purchased by the auxiliary and donated to the University. "Gifts" are defined as property donated by an external party and accepted by University Advancement. Donated property and gifts may require approval by ITS, the Art Collection Committee, and/or FD&O for conformance with university standards before acceptance by the University. If valued at $5,000 or more, the Property Coordinator must tag the donated property or gift and create a record in the Asset Management System. All donated property and gifts must be recorded at fair market value per GASB 72, Fair Value Measurement and Application. The fair market value is the current market price that is required to acquire property in the current condition at the time of donation.

Donated Property

The auxiliary will coordinate with the accepting department in completing the [Donated Property Form](#) for donated property of $5,000 or more. If the donated property is a new item, the auxiliary will provide a copy of the invoice and check. If the donated property is a used item, the auxiliary will provide sufficient documentation such as internet pricing or

vendor pricing to support its fair market value. The auxiliary is also responsible for coordinating and obtaining all necessary signatures and backup documentation for this form prior to submission to University Accounting. The University will manage donated property according to its terms and conditions and issue an ID tag to identify equipment.

Gift

University Advancement must complete the [Non-Monetary Gift Acceptance Form](#) and obtain all necessary backup documentation prior to acceptance of a gift. If the value of the gift is equal to or greater than $5,000, University Advancement will provide a fully signed copy of the form and attach an original appraisal supported by an external appraiser to Asset Services upon final signature.

Maintenance

Tagging

The Property Coordinator is responsible for tagging all equipment with a value of $5,000 or more. The Property Coordinator will make arrangements with the custodian department to tag the item. Department Property Custodians can use the Common Finance System AM Physical Inventory Tracking report. (CFS navigation: Asset Management > Physical Inventory > CSU Phy Inventory Tracking) to keep track of their tagged equipment.

Equipment that costs less than $5,000 (including taxes, freight, etc.) is not tracked, but departments are expected to safeguard all equipment in their custody.

Physical Inventories

Asset Services conducts inventories on a three-year cycle, notifying Department Property Custodians in advance of the inventory date. On that date, the Property Coordinator, student assistant, or third-party provider will scan electronically all tagged equipment they can find in the inventory location. The Department Property Custodian must account within 10 business days for all equipment not found, either by locating the equipment or filling out a [Property Survey Report](#) .

Refer to the [Stolen Property](#) section if the equipment has been stolen. Note: Departments should not wait until the inventory to report dispositions of equipment. Normally, departments should request approval from the Property Survey Committee **before** disposition – see [Disposition](#) section.

When all equipment is accounted for, the Property Coordinator will run a query showing the results of the inventory and have it signed by the Department Property Custodian. The signed report will be retained by Asset Services.

Stolen Property

Complete the [Missing Equipment Report](#) and notify the San José State University Police Department (UPD) and the Property Coordinator immediately of the loss. UPD will investigate and fill out a police report regarding the loss.

Movement of Property

For the recycle, sale, or transfer to another department of property, please see the [Disposition](#) section. For movement from building to building or room to room within a department, submit an [iServiceDesk](#) request to FD&O.

Taking Property Home for University Use

Removal of property may be authorized only after completing a [Property Check Out Authorization](#) form. The Department Property Custodian must retain the signed form until the property is returned. The property must be used for university-related purposes.

Disposition

First Point of Contact

The Property Coordinator is the first point of contact for property disposition, whether or not the property is tagged. If a department has property that is not being utilized, it should submit a [Property Survey Report](#) to Asset Services. The Property Coordinator performs the following steps:

- Obtains the approval of the University Property Survey Committee for property that is tracked in the Asset Management system.
- Notifies the ReUse Coordinator if the property appears to have value.
- Submits an iServiceDesk request for FD&O Recycling/Moving Services if the property does not appear to have value. Note: the Service Desk will not accept requests for property disposition directly from the custodial department, i.e. that have not gone through Asset Services. This is to assure that dispositions go through the standard approval process.

Approval

The Property Survey Committee (PSC) oversees the University equipment disposition process. Committee members must approve all property survey and property transfer reports prior to the completion of the disposition transaction. PSC approval is required for the disposition of both capitalized equipment and non-capitalized equipment that is deemed trackable or taggable. The PSC notifies the Associate Vice President for Business Services when a department mismanages their property inventory or incurs excessive property loss.

ReUse

The ReUse Coordinator puts equipment in working order up for auction via Public Surplus, a website designed to assist government agencies with disposal of furniture and equipment.

- First, the equipment will be offered for Internal (Campus) Auction for 7-14 days.
- Items not claimed during the Internal Auction are placed on Public Auction for two weeks.
- Note that university employees and students are considered outside parties for purposes of property disposal. They may participate in the Public Auction, but not the Internal Auction. The university may not gift property of significant value to them.

For more information about the ReUse Program, see the Furniture/Equipment ReUse Program.

Property Policies

University property procedures are designed in accordance with California State University policies as set forth in the Administration of University Property Policy. These policies in turn refer to the applicable state statutes and regulations and CSU Executive Orders.

Conclusion

This procedure manual addresses some of the most frequently asked questions regarding property at San José State University. However, we realize that it will not answer all the questions that you might have. If you have additional questions, or would like help in solving a property-related question, please contact the Property Coordinator at (408) 924-1562.

Resources

Forms

[Donated Property](http://www.sjsu.edu/fabs/docs/donated_property_form.pdf)
http://www.sjsu.edu/fabs/docs/donated_property_form.pdf

[Missing Equipment Report](http://www.sjsu.edu/fabs/docs/missing_equip_rpt.pdf)
http://www.sjsu.edu/fabs/docs/missing_equip_rpt.pdf

[Non-Monetary Gift Acceptance Form](http://www.sjsu/advancement/docs/non-monetary_gift_acceptance.pdf)
http://www.sjsu/advancement/docs/non-monetary_gift_acceptance.pdf

[Property Check Out Authorization](http://www.sjsu.edu/fabs/how-we-can-help/forms-resources/forms.php#P)
http://www.sjsu.edu/fabs/how-we-can-help/forms-resources/forms.php#P

[Property Survey Report](http://www.sjsu.edu/fabs/docs/survey_rpt.pdf)
http://www.sjsu.edu/fabs/docs/survey_rpt.pdf

[Shipment Request Form](http://www.sjsu.edu/fabs/how-we-can-help/forms-resources/forms.php#S)
http://www.sjsu.edu/fabs/how-we-can-help/forms-resources/forms.php#S

References

[Administration of University Property Policy](https://calstate.policystat.com/policy/8543126/latest/)
https://calstate.policystat.com/policy/8543126/latest/

[FD&O iServiceDesk](http://admtma.sjsu.edu/)
http://admtma.sjsu.edu/

[Furniture/Equipment ReUse Program](http://www.sjsu.edu/finance/about_us/core_services/reuse_program/index.html)
http://www.sjsu.edu/finance/about_us/core_services/reuse_program/index.html

University Departments

[Accounting Services](http://www.sjsu.edu/fabs/services/accounting/index.php)
http://www.sjsu.edu/fabs/services/accounting/index.php

[Asset Services](http://www.sjsu.edu/fabs/services/assets/index.php)
http://www.sjsu.edu/fabs/services/assets/index.php

[Contracts](http://www.sjsu.edu/fabs/services/contracts/index.php)
http://www.sjsu.edu/fabs/services/contracts/index.php

[Distribution Services](http://www.sjsu.edu/fabs/services/distribution/index.php)
http://www.sjsu.edu/fabs/services/distribution/index.php

[Facilities Development and Operations (FD&O)](http://www.sjsu.edu/fdo/)
http://www.sjsu.edu/fdo/

[Information Technology Services (ITS)](https://www/sjsu.edu/it/)
https://www/sjsu.edu/it/

[Risk Management](http://www.sjsu.edu/fabs/services/risk/index.php)
http://www.sjsu.edu/fabs/services/risk/index.php

[University Advancement](https://www.sjsu.edu/advancement/)
https://www.sjsu.edu/advancement/