

PROPERTY

MGMT

MANUAL

# DEPARTMENT PROPERTY MANUAL

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# INTRODUCTION

## Property Rules

- Government Code §§ 403.2715, 403.272, 403.273(h), 403.275
- Government Code § 2054.003(3)(A)
- Government Code § 2054.130
- Government Code § 2203.004
- Government Code §§ 2175.905, 2175.304
- University Policy Property Inventory and Management (17.14)
- University Policy Property Liability (16.22)

## Financial Liability



**NOTE:** In accordance with Texas Government Code 403.275 all university employees are liable for the State of Texas property that they use.

## Training

Mandatory training is required for all equipment managers, designees and property custodians. After initial training refresher training is required every 2 years with a score of 80 or greater. All training is documented in the university's myTraining system.

Failure to complete training within 30 days of notification (equipment manager, designee, or custodian) will result in having the individual's p-card inactivated. Failure to complete training within 60 days of notification will result in all ordering for the department, including p-cards, being shut down until the individual completes training.

# PROPERTY USE and RESPONSIBILITY

## General Responsibilities



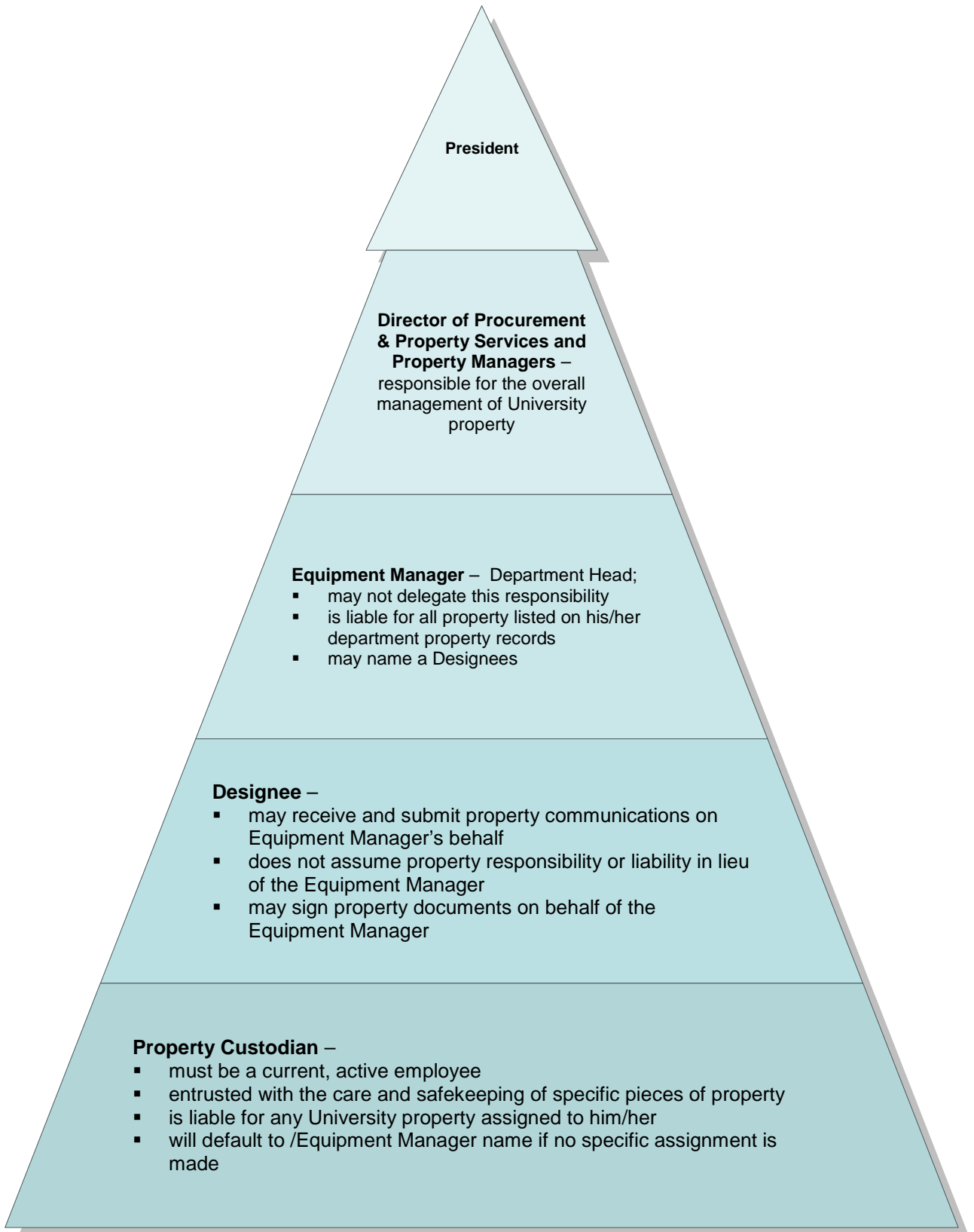
The Property Liability Policy provided at new employee orientation advises the employee that he/she will be held financially responsible for any property determined to be damaged, destroyed, missing, or stolen due to employee negligence.

University property is to be used only for State/University purposes, and may be taken off-campus only for official business of the University or another State Agency.

University property may not be loaned, sold, traded, thrown away, cannibalized, or disposed of in any manner without the prior authorization of the Property Manager.

The President must approve, in writing, the loan of property to another State Agency or Institution of Higher Education, and receipt of the property must be acknowledged in writing by the head of the borrowing agency.

## Specific Responsibilities

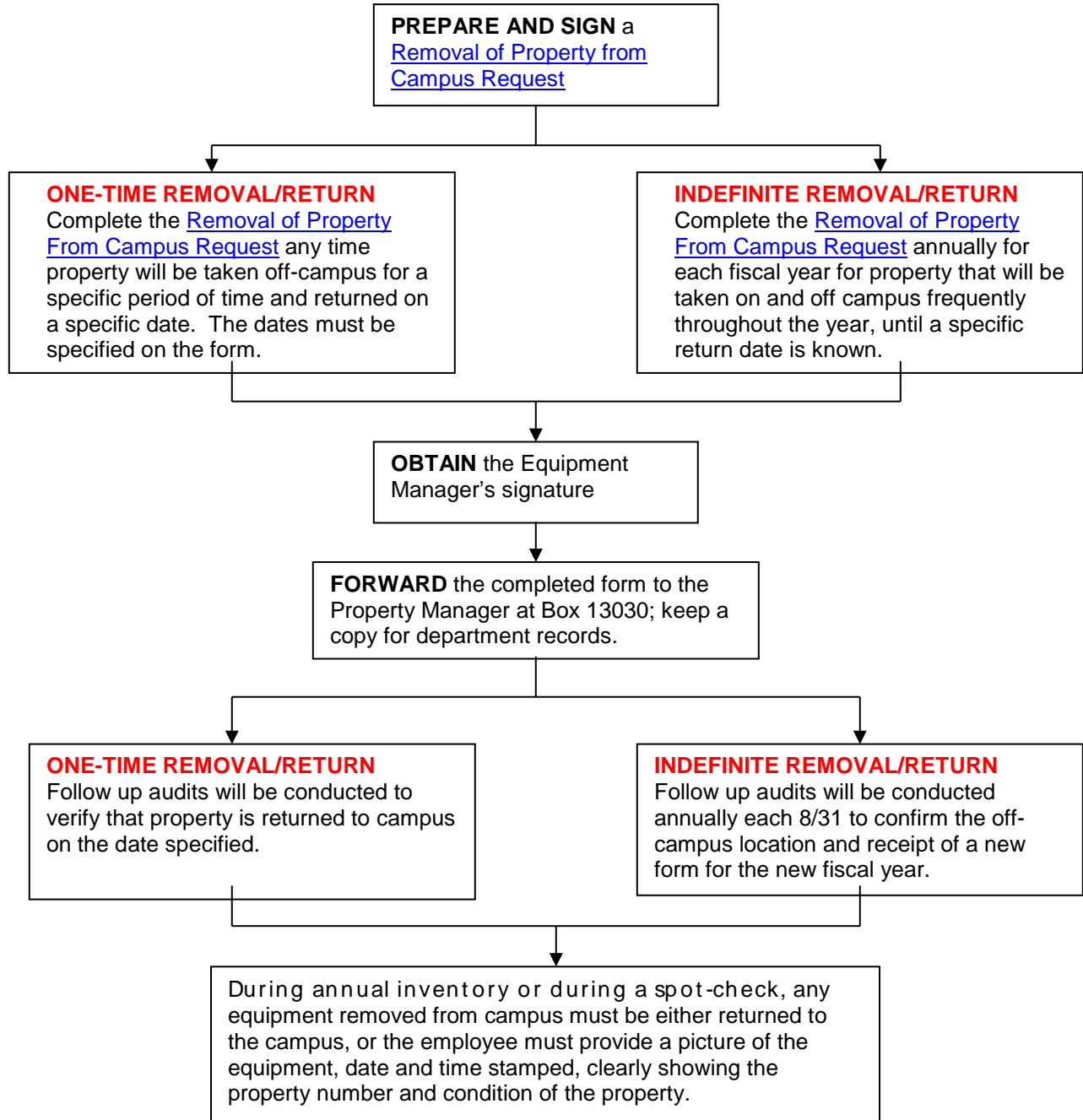


# TAKING PROPERTY OFF-CAMPUS



The employee taking property off-campus will be listed as the Property Custodian and assumes financial responsibility for the property, up to the full value shown on property records.

## BEFORE TAKING PROPERTY OFF-CAMPUS:





# PROPERTY DEFINITIONS and TAGS

## Purchased and Donated Property

**Purchased Property** - Purchased property to be added to property records will be identified via the Purchase Order, or the P-card transaction detail if the purchase is approved by the P-card Administrator.

**Donated Property** - The department is responsible to notify the Property Manager of any donations. The value of donated property will be its fair market value at the time of donation.

Purchased and Donated property must be tagged, added to property records and tracked if it meets any of the following property definitions.

## Property Definitions

### **CAPITAL EQUIPMENT** (state defined)

- cost of \$5000 or more
- non-consumable
- useful life of 1 year or more
- independently functional
- not attached to a permanent structure
- includes livestock

### **CONTROLLED EQUIPMENT** (state defined)

- cost of \$500 to \$4999.99
- specifically
  - firearms (controlled from \$0 to \$4999.99)
  - historical treasures and works of arts (controlled from \$0 to \$4999.99)
  - sound systems & other audio equipment
  - portable cameras (digital & not digital)
  - TV, Video Player/Recorders
  - Data projectors
  - computers, servers and laptops
  - Smartphones, Tablets & Other handheld devices
  - Drones

### **CONTROLLED EQUIPMENT** (University defined)

- cost of \$0 to \$4999.99
- specifically
  - computers, servers and laptops
  - tablets (ipad, surface, etc.)
  - Printers(\$500 to \$4999.99)
  - Agriculture implements that attach to the tractors
  - Trailers
  - Golf carts, Mules, etc.
  - Drones

### **LIVESTOCK** (see Livestock)

Additional items may be added to property records upon request; however, if one is added, all items of the same category must be added and defined by the University as "Controlled".

If the Property Manager determines that adding the requested category is not feasible, a single item may still be tagged in an effort to provide visual security.

### **Property Tags**

Generally, property will be delivered already tagged or Property Office personnel will tag in the departments. The tag size will depend on the RFID chip needed for read range.

### **BUT WHAT IF:**

#### **Property cannot be tagged (software, interference with use, etc.):**

- a copy of the purchase order and the property tag must be maintained by the department for property validation during the Annual Property Inventory Audit and Spot-Checks.
- for software a copy of the purchase order documenting the assigned property number must be maintained by the department; there is no physical tag for software.
- photographs of horses and works of art will be maintained in the property office.

#### **The property tag is missing:**

- notify the Property Manager immediately;
- a duplicate tag will be prepared;
- property office personnel will tag as soon as possible, or will mail the tag to the department to attach to the property.
- the property number will be written on the replacement tag

#### **Property has been replaced rather than repaired:**

- remove the tag and record the property number and serial number BEFORE the property is returned to the vendor;
- contact the property manager for a duplicate tag when replacement property is received;
- property office personnel will tag as soon as possible, or will mail the tag to the department to attach to the property.

# ELECTRONIC PROPERTY RECORDS in WEBFOCUS

You must have access to WebFocus to run these reports. If you do not have access, complete a [Banner Access Request](#) noting somewhere in white space that the request is for WebFocus access for Property Reports.

Once you have access, access WebFocus Reports at <http://banner.sfasu.edu/othersoftware.html>. Click on the "WebFOCUS 8 Reporting Login."

**Step 1:** Login with your domain ID and password, this is the same login as your desktop

**Step 2:** Click on Portals – your Portal options will pop up in a separate window

**Step 3:** Click Finance-General

**Step 4:** Click your desired report and select parameters

Property Reports available are:

- ffr00011 Departmental Property Ownership
- ffr003 Computer Replacement List

Recommended Parameters for ffr0011 Departmental Property Ownership

- a. No Selection should be showing on Equipment Manager, Custodian and location
- b. On the Orgn parameter select your department name (note that some departments may have property under several department names).
- c. Set the display output to HTML to view on-line or Excel 2000 to save to your computer
- d. Click Run

Recommended Parameters for ffr003 Computer Replacement Departmental Property Ownership

- a. On the Department parameter select your department name (note that some departments may have property under several department names).
- c. Set the display output to HTML to view on-line or Excel 2000 to save to your computer
- d. Click Run

Follow other prompts to save either report to your computer.

Note that you may run these reports for a single p-tag selection. P-tags are the 6-digit inventory number suffixed with '-00'.

**Contact the Property Manager if you have any questions or need assistance with these reports or if you have other report needs.**

# ADJUSTMENT OF PROPERTY RECORDS

## Building, Room & Property Custodian

Building, room & property custodian are to be updated anytime the permanent location and/or property custodian of property changes.

- Email the Property Manager
  - property number(s)
  - updated building and room information
  - updated Property Custodian information

## Serial Number

Serial numbers will only be changed when it is determined that an error was made in the original entry or that original property has been returned to the company and replaced.

- Email the Property Manager
  - property number(s)
  - updated serial number information
  - explanation of the need for the change

## Description

Description will only be changed when it is determined that the property has not changed but that a more accurate description is needed, (can facilitate the Annual Property Inventory Audit and Annual Computer Inventory).

- Email the Property Manager
  - property number(s)
  - updated description information
  - an explanation of the need for the change


## Property Custodian 30-day notification required

A PHYSICAL property inventory of the property assigned to a Property Custodian is required upon termination or transfer to another department

- a [Property Custodian Termination/Transfer Certification of Property Inventory](#) is to be completed **within 30 days** of the transfer or termination
- The same form may be used any time for property custodian changes that are not related to a transfer or termination.

### Note:

- A current property list may be provided by the Property Manager or printed from Webfocus Reports.
- The [Property Custodian Termination/Transfer Certification of Property Inventory](#) form is available on the [SFA Business Forms web-site](#).




**Out-going Equipment  
Manager  
30-day notification  
required**

All **out-going Equipment Managers (interim or permanent)** must account for each piece of property for which he/she is responsible by:

- completing a PHYSICAL property inventory within 30 days prior to the last day of service
- signing a [Certification of Physical Inventory With a Change In Department Head](#)
- submitting the property list and Certification to the Property Manager

**Note:**

- A current property list may be provided by the Property Manager or printed from Webfocus Reports.
- The [Certification of Physical Inventory With a Change In Department Head](#) form is available on the [SFA Business Forms web-site](#)



**In-coming Equipment  
Manager  
30-day notification  
required**

All **in-coming Equipment Managers (interim or permanent)** must account for each piece of property for which he/she accepts responsibility by:

- completing a PHYSICAL property inventory within the first 30 days of service in the Equipment Manager position
- signing a [Certification of Physical Inventory With a Change In Department Head](#)
- submitting the property list and Certification to the Property Manager.

**Note:**

- A current property list may be provided by the Property Manager or printed from Webfocus Reports.
- The [Certification of Physical Inventory With a Change In Department Head](#) form is available on the [SFA Business Forms web-site](#)

# PROPERTY VALIDATION

## Monthly Transactions

- Additions, deletions, changes and transfers to property records are emailed monthly to each Equipment Manager and his/her Designee(s).
- When received, confirm all additions and email the Property Manager with updates:
  - building
  - room number
  - serial number
  - property custodian

## Spot-Check Audit

- The Property Office will periodically perform spot-check audits of department property records to determine accuracy of:
  - property description
  - location
  - serial number
  - existence of tag on the property
  - property custodian
- Spot-check audits may be performed on a department's complete property list or a random selection of property as determined by the Property Manager.
- During a spot-check, any equipment removed from campus must be either returned to the campus, or the employee must provide a picture of the equipment, date and time stamped, clearly showing the property number and condition of the property.

## Annual Computer Inventory

In conjunction with the Annual Property Inventory Audit, departments must complete an Annual Computer Inventory to facilitate the purchase of campus-wide software licenses and annual analysis of computers for the University Computer Replacement Plan. See detailed computer replacement procedures in the Procurement Manual.

### **Usage Codes:**

- 01 – In Use: Server
- 02 – In Use: Lab
- 03 – In Use: Desk
- 04 – Spare: Server
- 05 – Spare: Lab
- 06 – Spare: Desk
- 07 – Storage: to be sent to Computer Surplus
- 08 – Surplus - already transferred to Surplus not reflected on inventory list.
- 09 – Cannibalized: will be used for spare parts to repair other computers.
- 10 – Historical: used to show students progression of the computer age.

### **Replacement Codes:**

- I – Ineligible for HEF Replacement
- FY99FY99 – Eligible for replacement (99=fiscal year bought and fiscal year eligible)
- X99 – Replacement Cycle Complete (99=fiscal year)
- R99 – Replaced with department funds (99=fiscal year)
- XP – Replaced Provost approval to keep with IT support.
- S – Surplused; replacement not allowed

## Annual Property Inventory Audit

- Each department is required to take a physical inventory of the property assigned to it once per year.
- The Property Office will notify the Equipment Manager and his/her Designee(s) when:
  - the Property Office will come to scan their property.
- Important aspects of the Annual Property Inventory include:
  - property is to be visually scanned or viewed;
  - the official property report must be checked, marked, or otherwise noted confirming
    - existence of the property
    - location of the property
    - property custodian
    - any other requirements included in the instructions
  - Property not located must be documented with an explanation as to the last known information regarding its location; i.e., transferred, traded-in, etc. A [Missing, Damaged or Stolen Property Report](#) may be required.
- During annual inventory any equipment removed from campus must be either returned to the campus, or the employee must provide a picture of the equipment, date and time stamped, clearly showing the property number and condition of the property.
- After the inventory has been taken, the Equipment Manager must
  - sign the Annual Property Inventory Audit Receipt (this signature responsibility may not be delegated)
  - return the Audit Receipt and official property report to the Property Office **by 5:00pm of the deadline date provided in the instructions.**

### **REPORTS IN CAMPUS MAIL WILL NOT BE CONSIDERED RECEIVED.**

#### **IMPORTANT \*\*\* IMPORTANT \*\*\* IMPORTANT \*\*\* IMPORTANT \*\*\* IMPORTANT**

##### **FAILURE TO MEET 1<sup>ST</sup> DEADLINE**

- ✓ A second deadline will be provided by the Property Manager;
- ✓ All ordering, including P-cards, will be shut down until the official property report and Audit Receipt are received in the Property Manager's office;
- ✓ Notice of the action taken will be reported to the Equipment Manager, Dean, Vice President, President and Audit Services.

#### **IMPORTANT \*\*\* IMPORTANT \*\*\* IMPORTANT \*\*\* IMPORTANT \*\*\* IMPORTANT**

##### **FAILURE TO MEET 2<sup>ND</sup> DEADLINE:**

- ✓ Minimum information of department name, department head and property values will be reported to the Board of Regents at the next regularly scheduled meeting;
- ✓ Notice of the pending report to the Board will be provided to the Equipment Manager, Dean, Vice President, President and Audit Services;
- ✓ All ordering will remain shut down until the official property report and Audit Receipt are received.

# MISSING AND STOLEN PROPERTY

## Missing Property

**MISSING PROPERTY is any University property that has disappeared with no explanation.**

- Missing Property must be reported IMMEDIATELY to the Property Manager.
- If a diligent search confirms the missing property and no evidence of theft, a [Missing, Damaged or Stolen Property Report](#) must be completed in detail and signed by the department head within 24 hours of the initial report to the Property Manager.
- If there is reasonable cause to consider negligence the property office will conduct a follow-up investigation with the equipment manager and property custodian and make a determination of negligence.
- Failure to report missing property in a timely manner or to complete and return the [Missing, Damaged or Stolen Property Report](#) within 24 hours may be construed as negligence.
- Missing property will remain on the department's property records for a period of two (2) years during which a diligent search must continue in an attempt to locate the property.

**Missing Property will be reported as follows:**

### **Property missing WITHOUT negligence**

- Director of Procurement
- Vice President for Finance & Administration
- Equipment Manager and Property Custodian

### **Property missing WITH negligence**

- Director of Procurement
- Vice President for Finance & Administration
- Division vice president
- Audit Services
- Equipment Manager, Property Custodian and any other employee deemed negligent

### **All computers regardless of negligence**

- Director of ITS





## DEPARTMENTAL FINES

The following fines and requirements will be imposed when a department reports missing property:

1. The department will be fined as follows:
  - a) \$1000 – for two items valued at \$500 or more each reported missing in the same fiscal year
  - b) \$2500 – for 3-5 items of any value reported missing in the same fiscal year
  - c) \$5000 – for more than 5 items of any value reported missing in the same fiscal year
  - d) in the following fiscal year if additional property is reported missing the above fines will double
  - e) if missing property is found within 30 days of the fine's being assessed, the value of the equipment will be refunded up to a maximum of \$500 per item, but never exceeding the amount of the original fine
- 2) Within 30 days of notification of a fine, all employees identified by the property office will be required to complete property training. The employees identified may include equipment manager, designee, property custodian, or any other employee. Failure to complete the training within 30 days of notification will result in all ordering (requisition and p-card) being shut down for the entire department until the training is completed by all identified employees. Exceptions to the 30-day limit may be made by the property manager as deemed appropriate and approved by the director of procurement & property services.
- 3) Within 60 days of notification of a fine, the equipment manager will be required to prepare a detailed department property control plan using the template provided by the property office. Failure to complete the plan within 60 days of notification will result in all ordering (requisition and p-card) being shut down for the entire department until the plan is received.
- 4) Any appropriations withheld from the university due to exceeding the allowed value threshold of missing property, as defined in the General Appropriations Act, will be deducted from the budget of the department responsible for the property.

## **Stolen Property**

**STOLEN PROPERTY is any University property that has disappeared by known theft, whether by forced removal, burglary, theft by employee, or other criminal act.**

- Stolen property must be reported IMMEDIATELY to the Property Manager in conjunction with IMMEDIATELY filing a stolen report with the University Police Department.
- A [Missing, Damaged or Stolen Property Report](#) must be completed in detail and signed by the Equipment Manager within 24 hours of the initial report to the Property Manager.
- The property office may conduct a follow-up investigation and will make a determination of negligence.
- Failure to report stolen property to the Property Manager and/or UPD in a timely manner or to complete and return the [Missing, Damaged or Stolen Property Report](#) within 24 hours maybe construed as negligence.

### **Stolen Property will be reported as follows:**

#### **Property stolen WITHOUT negligence**

- Director of Procurement
- Vice President for Finance and Administration

#### **Property stolen WITH negligence**

- Director of Procurement
- Vice President for Finance and Administration
- Division vice president
- Audit Services
- Equipment Manager, Property Custodian and any other employee deemed negligent

#### **All computers regardless of negligence**

- Director of ITS

## **Individual Employee Negligence**



Any employee may be held financially responsible for damaged, destroyed, missing or stolen property if negligence is determined. Financial responsibility may apply to more than one person given the circumstances of each instance of loss.

Negligence is defined as:

- failure to exercise reasonable care and safekeeping of University property, resulting in its disappearance or theft;
- failure to exercise reasonable care to maintain and service property, resulting in deterioration of the property;
- evidence that property has been damaged or destroyed as a result of an intentional wrongful act or a negligent act.

Reasonable care is defined as:

- Steps have been taken to ensure control of property; i.e.
  - Detailed department property control plan in place
  - Property custodian identified on property records
- Steps have been taken to ensure the security of property; i.e.
  - Department employees are aware of the department property control plan
  - Office doors are locked and/or property is placed in a non-public, non-visible location
  - Vehicles are locked and property is hidden or covered or placed in the trunk
- Property can be located anytime it is requested;
- Availability of documentation showing that the person responsible for property is aware of their responsibilities; i.e.
  - Employees responsible for equipment are identified on property records as property custodians
  - Employees are advised of and sign off on the department property control plan



If the Property Manager has determined that negligence is involved in the loss of property, the Property Manager in consultation with the negligent employee's supervisor, the director of procurement, and/or the vice president of finance and administration will determine whether replacement of property or reimbursement of property value best meets the needs of the university. (see definitions of Value of Property, Replacement, and Reimbursement below)

## **APPEALS**

A determination of negligence may be appealed to the Property Risk Management Committee within 5 working days of receiving notification of the determination. The Property Risk Management Committee will review the written appeal and make a final determination within 30 days. The final determination may not be appealed. Appointments to the committee will be made on a case by case basis by the VPFA, with the property manager and property assistant serving as non-voting, ex officio members.

If the Property Risk Management Committee upholds the determination of negligence the negligent employee(s) will be notified to replace the property or reimburse the university for the determined value of the property. If the negligent employee(s) refuses or disregards the determination and request for Replacement or Reimbursement, the university may pursue action against the employee through the Office of the Attorney General or employ other efforts to obtain reimbursement.

## **REPLACEMENT/REIMBURSEMENT DEFINITIONS:**

**Value of the Property** – the value of the property may be considered using any or all of the following information:

- Fully depreciated value of \$0
- Fair market value
- Original purchase value
- Even though property may have been fully depreciated, its value to the University may be considered to the extent it was used on a regular basis. This value may be determined in consultation with department representatives.

**REPLACEMENT** – If Replacement is elected, the employee(s) must purchase property that is equal to or better in specification than the missing or stolen property. The Equipment Manager or designee must confirm in writing that the Replacement property is in the possession of the University and that it is equal or better than the original property. A copy of the specifications should be submitted along with the confirmation. Upon receipt of the confirmation and specifications, the Property Manager will prepare a tag to be affixed to the Replacement property.

**REIMBURSEMENT** – If Reimbursement is elected, the employee(s) must submit to the Property Manager payment for the property, or a copy of the deposit receipt documenting the Reimbursement to the University. The Property Manager will file the deposit receipt with documentation supporting the Reimbursement.

The department may elect to purchase Replacement property that exceeds the specifications of the old. If this is preferred, pricing for specifications equivalent to the lost property should be determined, and submitted to the Property Manager along with a copy of the deposit receipt documenting the Reimbursement by the employee(s). The department can then complete their procurement following standard procedures.

# SALVAGE AND SURPLUS PROPERTY

## **Salvage Property - *Salvage Property has no additional life.***

It is useless to the University because through use, time or accident the property is so depleted, worn out, damaged, consumed, or outdated that it is obsolete and/or can no longer serve the purpose for which it was originally intended.

### **Three key things to know about Salvage Property:**

- It may be discarded, or retained for cannibalization of parts;
- Data processing equipment CAN NEVER BE DECLARED SALVAGE; it must be declared Surplus, transferred to Surplus Storage at DRC, and made available for re-use on campus or transferred to the Texas Department of Corrections. (Talk to the Property Manager for information on removing parts; memory, etc., for re-use on other property.)
- Appropriate documentation and Property Manager Approval can be obtained by completing a [Salvage Property Request](#) which can be found on the [SFA Business Forms web-site](#);

## **Surplus Property - *Surplus Property has additional life.***

It may be new or used, and the department currently in possession of the property no longer has a need for it. Options for Surplus Property include:

### **Trade-In Toward the Purchase of New Property**

- Trade-ins must be included in solicitations and/or negotiations prior to issuing a purchase order or contract, not added after completion of the purchase process.
- A complete description of the item(s) to be traded in including the property number, age, serial number or VIN, and condition should be shown on the requisition for the purchase of new equipment.
- Before an item is relinquished, the inventory tag must be removed and sent to the Property Office.

### **Transfer Property: Department to Department**

- Property may be transferred from one department to another by completing a [Property Transfer Form](#) – **Department to Department**. After the property is transferred and both Departments have signed, submit the [PTF-DD](#) to the Property Manager.
- Each department should retain a copy of the PTF-DD
- The Property Manager can assist departments by advertising the availability of property to the campus through the Surplus Mail List.
- Any IDT charges between departments are the responsibility of the transferring department.

## **Transfer Property: Department to Surplus Storage**

Any property, whether inventoried or not, that is no longer needed by a department must be transferred to Surplus Storage if not declared salvage, traded in, or transferred to another department. Use a [Property Transfer Form – Department to Surplus](#) to complete a transfer to surplus storage.

There are two types of Surplus and separate PTF-DS are required for each type:

**(1) Data Processing Equipment:** computers, monitors, scanners, printers, software, and computer related items. Data processing equipment CAN NOT be declared salvage.

- The department is to complete the [PTF-DS](#) and email to [property@sfasu.edu](mailto:property@sfasu.edu). The property office will contact the department to schedule a time to pick up the data processing equipment.
- The transferring department is responsible for removing all information from storage devices before transferring the property.
- The original, signed PTF-DS must be provided to the property office at the time of pick-up. The department should retain a copy of the [PTF-DS](#).

**(2) All Other Property not considered data processing equipment.**

- The department is to complete the [PTF-DS](#) and email to [property@sfasu.edu](mailto:property@sfasu.edu). The property office will contact the department to schedule a time to pick up the non-computer surplus.
- For items that the property office cannot pick up, the property office will place a work order, and Physical Plant Special Services will deliver the items to the surplus area at no cost to the department.
- The original, signed PTF-DS must be provided to the property office or Special Services at the time of the pick-up. The department should retain a copy of the [PTF-DS](#).

## **Surplus Storage Locations:**

### **Purchasing Building**

- Monday thru Friday 8am – 5pm
- No data processing equipment

### **Discovery Research Center (DRC)**

- Monday
- 1:30pm – 4:30pm
- Data processing equipment and software only

## **Surplus Email List:**

Departments are encouraged to sign up on the Surplus Mail List to be notified of available surplus property.

Send a message to: [MAILSERV@TITAN.SFASU.EDU](mailto:MAILSERV@TITAN.SFASU.EDU)

The body of the message should read only: **SUBSCRIBE SURPLUS-LIST**

Leave the subject line blank.

To unsubscribe, the body of the message should read only: **UNSUBSCRIBE SURPLUS-LIST**

# PROPERTY DISPOSAL

Once property has been turned over to Surplus Storage, the Property Manager may take the following actions in order to re-use, donate, sell or dispose of surplus property. The actions listed are shown in the order in which they must take place. If circumstances dictate that actions other than that described below represent the best value to the University, the Property Manager, may take other actions not defined herein, as long as the circumstances are properly documented and approved by the Director of Procurement and Property Services. See Disposal Instruction for Livestock under "Livestock"

## Declare Property Salvage

The Property Manager may determine that surplus property has no additional life and declare it salvage.

## Re-Use on Campus

Property in Surplus Storage is available, without cost, for transfer to those departments in need of such property.

- Availability is on a first-come, first-served basis.
- The Property Manager will advertise the availability of surplus property to the campus at least one to two weeks before a scheduled surplus sale.
- The department is responsible to make arrangements for the property to be picked up from the Surplus Storage area. Physical Plant Special Services is available to pick-up and deliver property for a fee. Call x5107 for more information or to make arrangements.

## Sell or Donate to a State or Federal Agency

Surplus Property may be donated or sold to any Texas State Agency, Texas Institution of Higher Education, or any Federal Agency.

## Sell or Donate to a Public School, School District, or Political Subdivision

Surplus property defined as instructional material may be donated or sold to a public school, school district, or political subdivision via direct contact or after advertising via email to area public schools for a minimum of one week.

- Instructional material is defined as athletic equipment, audio-visual equipment, computers, desk, chairs, tables, other furniture, laboratory equipment, library materials, musical equipment and other instructional equipment.

## Sell or Donate to an Assistance Organization

Surplus property may be donated or sold to an assistance organization that is classified as a 501C3 organization and listed on the [IRS web-site](#).

**Sell or Donate data processing equipment to a public or private hospital in a rural county**

Data processing equipment may be donated to a public or private hospital in a rural county.

**Transfer to Texas Department of Criminal Justice – Data Processing Equipment Only**

Surplus data processing equipment that remains after the above steps have been taken, must be sent to the Texas Department of Criminal Justice (TDCJ) to repair, refurbish, rebuild and resell, or recycle.

- Data processing equipment is defined as central processing units, front-end processing units, mini-processors, microprocessors, and related peripheral equipment such as data storage devices, document scanners, data entry equipment, terminal controllers, data terminal equipment, computer-based word processing systems other than memory typewriters, and equipment and systems for computer networks.

**HARD DRIVE PROCESSING** - Under Texas Government Code 2054.130, SFA is required to permanently remove data from data processing equipment before disposing of or otherwise transferring the equipment to a person who is not a state agency or other agent of the state.

*The Department is responsible to initially remove all information from storage devices before transferring the property to surplus or another department. Department tech support employees shall ensure that any “loose hard drives” (hard drives not installed in a computer) or any external hard drives in their departments that are not re-used, are turned over to Surplus to be degaussed and/or destroyed.*

*Macs - If hard drives can be removed, these computers may be donated to a school district or assistance organization, or transferred to TDCJ. If the hard drive cannot be removed a 7-pass overwrite utility will be used to overwrite the data on the hard drive. These computers can be donated only to a school district. If neither removal nor overwriting the hard drive is possible, the computer must be destroyed.*

*PCs - All hard drives will be removed from these computers and degaussed or destroyed before the computers are donated to a school district or assistance organization, or transferred to TDCJ.*

*Loose Hard Drives - The property number of the original computer associated with a hard drive is to be written on the hard drive when removed or disconnected. After departmental use, hard drives are to be sent to DRC for degaussing, documentation and disposal.*

*Credit Card Terminals and Printers – To ensure no sensitive data is on these devices the property office will clear terminal memory, dismantle the terminal and printer, and retain all metal parts for recycling. Any remaining parts will be sent to TDCJ.*

*Any hard drive not overwritten and transferred to a school district will be placed in the metal dumpster for selling as scrap metal.*

*In accordance with Texas Administrative Code 202.78, disposition of all hard drives will be documented as follows:*

- 1) date degaussed, destroyed or overwritten*
- 2) description and serial number*
- 3) property number*
- 4) the process and sanitization tools used to remove the data or method of destruction; and*
- 5) the name and address of the organization the equipment was transferred to*



## Public Sale

Surplus Property that is not disposed of by one of the previous methods will be sold in a public sale.

- The Property Manager sets the purchase price of the items with review by the Director of Purchasing and Inventory.
- Sale dates and times, and items available are listed on the Purchasing and Inventory web-site, [Notice of Public Sale](#).
- Surplus Property may be viewed Monday thru Friday from 8am to 5pm.

After an item has been included in an advertised public sale, the Property Manager may sell it upon request to anyone making an offer.

## Sell or Donate to a Private Non-Profit Entity

Surplus property that is not sold in a public sale may be donated to a private non-profit entity.

- Arrangements must be made with the Property Office for pick-up of the property from SFA.
- A certificate of acquisition must be completed from the accepting entity for audit purposes.

## Discard

Due to limited storage space, the Property Office may discard any property or supplies that have not been disposed of by one of the above methods.

# LIVESTOCK

## LIVESTOCK DEFINITIONS

Livestock is defined as Cattle, Pigs, Sheep, Goats, Horses and any other animals owned by the university.

## LIVESTOCK TO BE CAPITALIZED

1. All livestock purchased at a value of \$5,000.00 or more per animal and having a useful life of one year or more will be capitalized and added to property records.
  - a. Purchased livestock will be added to property records at the price listed on the purchase order.
2. All livestock received as a gift and valued at \$5,000.00 or more per animal and having useful life of one year or more will be capitalized and added to property records.
  - a. Donated livestock will be added to property records at the donated price. The value may be changed to more accurately reflect the value of the animal to the university based on the animal's intended purpose.
3. Livestock produced by departments that will be retained for a period of one year or more, and valued at \$5,000.00 or more will be capitalized and added to property records. Such livestock must be added to property records as soon as the decision is made to retain the animal.
  - a. Livestock produced will be added to property records at the value shown on the Livestock Chart of Standard Values.
4. Herds (cattle, sheep, goats and pigs) received as a gift or purchased at a value of \$5,000.00 or more and having a useful life of one year or more will be added to property records as herds, unless inventory of a single animal is needed.
  - a. Purchased cattle, sheep, goats and pigs will increase the value of the herd at the price listed on the purchase order, unless inventory of a single animal is needed.
  - b. Donated cattle, sheep, goats and pigs will increase the value of the herd at the donated price, unless inventory of a single animal is needed. The value may be changed to more accurately reflect the value of the herd based on the herd's or animal's intended purpose.
  - c. Exception: herds or animals acquired by a department for classroom, laboratory, or research purposes, or for a special event, that will be retained for a period of 3 semesters or less will not be added to property records.

## **LIVESTOCK TO BE CONTROLLED**

### 1. Horses

- a. All horses purchased at a value of less than \$5,000.00 per animal and having a useful life of one year or more will be added to property records.
  - i. Purchased horses will be added to property records at the price listed on the purchase order.
- b. All horses received as a gift and valued at less than \$5,000.00 per animal and having a useful life of one year or more will be added to property records.
  - i. Donated horses will be added to property records at the donated price. The value may be changed to more accurately reflect the value of the animal to the university based on the animal's intended purpose.
- c. All horses produced by the department, that will be retained for a period of one year or more will be controlled and added to property records as soon as the decision is made to retain the animal.
  - i. Horses produced will be added to property records at the value shown on the Livestock Chart of Standard Values.

### 2. Herds – cattle, sheep, goats and pigs will only be controlled as herds

- a. All animals received as a gift or purchased at a value of less than \$5,000.00 and having a useful life of one year or more will be added to property records as a herd, unless inventory of a single animal is needed.
  - i. Purchased animals will increase the value of the herd or will be added to property records at the price listed on the purchase order.
  - ii. Donated animals will increase the value of the herd or will be added to property records at the donated price. The value may be changed to more accurately reflect the value of the herd or animal to the university based on the herd's or animal's intended purpose.
  - iii. Exception: herds or animals acquired by a department for classroom, laboratory, or research purposes, or for a special event, that will be retained for a period of 3 semesters or less will not be added to property records.

### 3. Poultry

- a. Poultry included in the short-term feeding programs will not be added to property records.

- b. Poultry acquired by a department for classroom, laboratory, or research purposes, or for a special event, that will be retained for a period of 3 semesters or less will not be added to property records.
- c. Poultry raised by SFA and picked up by the poultry manufacturer will not be added to property records.

## **ADJUSTMENTS TO LIVESTOCK VALUES**

1. The value of livestock on property records, individual animals as well as herds, may be adjusted twice per year using the Adjustment to Livestock form.
2. The value of donated livestock, individual animals or herds, is to be adjusted as soon as the university takes possession, if needed, so that the property value reflects the value of the animal or herd to the University.
3. The Adjustment to Livestock form must be completed in detail to explain how the value adjustment was determined; i.e., age or condition of the animal, use of the animal for its intended purposes, medical issues, death of animals in a herd, etc. The form requires the signature of the professor over the farm enterprise or in their absence the Department Chair.

## **DISPOSAL OF LIVESTOCK**

1. Sale or Trade of Livestock
  - a. Sale or trade of livestock may be through a livestock commission, department hosted public auction, or private treaty. Private treaty sales to employees or students will be allowed, but must be equal to or greater than the property value.
  - b. For any sale of inventoried livestock, the professor over the farm enterprise must submit a Documentation of Sale or Trade of Livestock form the next working day after the sale or trade, or as soon as practicable thereafter. If there is any question as to the appropriateness of a sale or trade, the farm enterprise should contact the Property Manager for direction prior to a sale or trade.
  - c. Animals produced by the university but not being retained by the university are not added to university records but are still considered university property. These animals may be sold as needed by the farm professor and/or manager under the same guidelines as above.

- d. A copy of the deposit receipt and any sale documents must be forwarded to the Property Office before any animal or herd will be deleted from property records, or if not inventoried for documentation of the sale.
- e. If the department hosts a public auction such as a production sale, the department is responsible to ensure:
  1. that general counsel has reviewed all sale documents;
  2. that procurement has given direction on rules and guidelines associated with securing an auctioneer;
  3. that the property office is informed of the sale and determination has been made as to whether the property office will be on site to collect money, or that whoever is collecting money has had university required PCI training.

## 2. Death of Livestock

The death of livestock must be reported to the Property Office as follows using the Adjustment to Livestock form:

- a. Horses – monthly
- b. All other livestock – twice per year

## **PROPERTY NUMBERS FOR LIVESTOCK**

1. The Property Office will assign a unique sequenced Property number to each animal that meets the Capital or Controlled criteria. Physical tags are not associated with these property numbers. The department will be notified of the property number and shall keep this number in its internal records for each animal or herd.
  - a. Cattle, Sheep, Goats and Pigs – the property number will be assigned to by herd or individual animal, as appropriate. The property description will include the type and/or breed, sex (for individual animals only), and registration (for cattle only) of the animal(s).
  - b. The department will be notified of the property number and shall keep this number in its internal records for each animal or herd.
  - c. Horses – the property number will be assigned to each individual animal. The property description will include the type, breed, color, sex of animal and its registration number if applicable. Photos will also be taken of each horse.

## NOTES

1. As part of annual inventory the professors in charge of each farm enterprise will be required to confirm the current property value of each animal.
2. The Property Office will take new pictures of horses each year during Annual Inventory.
3. A Chart of Standard Values will be established for each category of Livestock and will be used in determining the value of herds, purchased or donated animals with no historical records, and for birthed animals. The chart values will be reviewed as needed, but a minimum of once per year, and changes made with input from the department if needed.
4. Livestock, individual or herd, received on loan from a producer for classroom, laboratory, or research purposes, or for a special event, that does not become property of the university but is boarded, fed and cared for by the university will not be added to property records. These animals after their intended use is completed will be sold or returned to the producer. Any proceeds from a sale will be given to the producer. Departments must work with general counsel to develop a contract for these situations.

## Chart of Standard Values for Livestock

<b>Category</b>	<b>Standard Value</b>
<b><u>Beef Cattle</u></b>	
Calves	\$500
Heifers	\$700
Cows	\$800
Bulls	Purchased or Donated Cost
<b><u>Horses</u></b>	
Foals	\$200
Yearlings	\$250
2 Year olds	\$300
Mares/Broodmares/Geldings	\$500
Stallions	\$500
<b><u>Swine</u></b>	
Sows	\$100
Boars	\$100
<b><u>Sheep</u></b>	
Lambs	\$75
Ewes	\$100
Rams	Purchased or Donated Cost
<b><u>Goats</u></b>	
Kids	\$30
Females	\$130
Boars	Purchased or Donated Cost

NOTE: To be used for produced animals retained by the university and adjusted cost of livestock, or if no documented cost, Purchase order or Donation record cannot be found.

## **PUBLICATIONS**

### **(BOOKS, VHS TAPES, CD'S, DVD'S)**

All publications, although not controlled or capitalized, are considered the property of Stephen F. Austin State University. The term 'publication' includes, but is not limited to:

1. library books
2. books purchased by the university
3. books printed by the SFA Press
4. VHS Tapes (not blank)
5. CD's (not blank, electronic version of published material)
6. DVD's (not blank, electronic version of published material)

### **DISPOSAL OF BOOKS**

This procedure is applicable to all publications except library books and books printed by the SFA Press.

1. Publications are to be turned over to surplus when no longer needed. Complete a Property Transfer Form and forward to [property@sfasu.edu](mailto:property@sfasu.edu). You will be contacted to schedule pick up of the publications.
2. Publications will be housed in surplus and made available to the public for purchase. Departments who have forwarded desk copies to surplus may advise book buyers to contact the property office.

**Library Books** – are weeded or de-selected based on established criteria. The withdrawal procedure includes removing of the bibliographic records from the library catalog, marking the items as discarded or withdrawn, and then discarding or donating them. Gift items not added to the library's collection are discarded or donated as well. Donors are made aware of the library's retention policy which states "Steen Library accepts gifts of materials with the understanding that upon receipt the library reserves the right to determine their retention, location, cataloging treatment, and other considerations related to their use of or disposition."

**SFA Press** – books may be donated to student fundraisers; copies are given to Deans to hand out for recruitment or goodwill, or may be given to departments due to their involvement in events. Books may also be donated to adult literacy programs or to prisons.

**Desk Copies** – at the option of the Equipment Manager, books received by faculty from various sources such as publishers, etc. may be forwarded to surplus, returned to the publishers, given to students, etc.



## SFA GARDEN PLANT DISTRIBUTION DOCUMENTATION



Arthur Temple College of Forestry and Agriculture  
Stephen F. Austin State University  
SFA Gardens - P.O. Box 13000-SFA Station  
Nacogdoches, TX 75962-3000

Office: 936-468-4343;  
Cell phone: 936-679-3460  
Email: [dcreech@sfasu.edu](mailto:dcreech@sfasu.edu)  
Fax: 936-468-4047;  
Web site: <http://arboretum.sfasu.edu> and <http://pnpc.sfasu.edu>

Diana Boubel  
Director/Hub Coordinator  
Procurement and Property Services  
PO Box 13030  
Stephen F. Austin State University  
Nacogdoches, TX 75962

May 8, 2013

Diana Boubel,

Damon Derrick, SFA's Legal Counsel, asked that I provide a brief summary of our program for the distribution of promising plants to other arboretums, botanical gardens, public gardens, and nurseries – and a copy of the form that we will use with that distribution program. You can include this letter with your property management documents and we will follow the procedure described in the plant evaluation form we provide cooperators.

In general, all arboretums and botanical gardens distribute plants in an informal network of exchanges and cooperative relationships. In addition, plant distributions are often made to interested nurseries. The plants are evaluated for their landscape potential. SFA Gardens has a 25 year history of plant distributions. As a result, SFA Gardens is now on the receiving end of many new plants from other cutting edge programs. Many of these new plants have ended up in the horticulture industry. Testing plants in multiple locations is critical to understanding their suitability in a range of climates and soils.

All the other University Gardens I work with exchange plants for trialing (TAMU, LSU, Auburn, Mississippi State, University of Georgia, University of Florida (Quincy), USDA Poplarville, etc.). Like other gardens, we provide plants to interested nurserymen for trialing. Some end up in the trade and some do not. Like many gardens, we often raffle off plants after seminars,

workshops or lectures.

To legitimize this process at SFA, Damon Derrick suggested that the attached trialing form accompany our plant distributions.

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**THANK YOU FOR PARTICIPATING IN THE SFA GARDENS  
PLANTS WITH PROMISE EVALUATION PROGRAM**

The plant(s) you are receiving are part of our testing and evaluation program. We look forward to learning how the plants respond in your garden and landscape. After two years in your landscape, we would like for you to provide your observations on the plant's performance, including winter survival, flowering, growth rate, drought resistance, sun tolerance, and durability in the landscape. You can provide a short narrative to: Dawn Stover, SFA Gardens, PO Box 13000, Stephen F. Austin State University, Nacogdoches, Texas, 75962-3000 (Email: [dawnstover@sfasu.edu](mailto:dawnstover@sfasu.edu)). Thank you for being part of this exciting program!

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Thank you for your acceptance of this process. If you have any questions, please feel free to contact me.

Dr. Dave Creech

# FORMS

[Property Transfer Form – Department to Department](#)

[Property Transfer Form – Department to Surplus Storage](#)

[Salvage Property Request](#)

[Removal of Property from Campus Request](#)

[Certification of Physical Inventory With a Change in Department Head](#)

[Property Custodian Termination/Transfer Certification of Property Inventory](#)

[Missing, Damaged or Stolen Property Report](#)

[Adjustment of Livestock](#)

[Documentation of Sale or Trade of Livestock](#)

# TRAINING

All equipment managers, designees and property custodians will be automatically enrolled in the online training course when it's time for the 2-year refresher with a score of 80 or greater.

Training information is documented in the University' [myTraining System](#).

# [PROCUREMENT AND PROPERTY WEB-SITE](#)

# POLICIES

[Policy 17.14 Property Inventory and Management](#)

[Policy 16.22 Property Liability](#)

# CUSTOMER SERVICE CONTACTS

Director of Procurement & Property	Kay Johnson	<a href="mailto:johnsondk6@sfasu.edu"><u>johnsondk6@sfasu.edu</u></a>	ext.4037
Property Assistant	Wendi Channel	<a href="mailto:channelws@sfasu.edu"><u>channelws@sfasu.edu</u></a>	ext. 4412
Property Manager	Ann Foster	<a href="mailto:afoster@sfasu.edu"><u>afoster@sfasu.edu</u></a>	ext. 4618