**Department Property Control Plan**

This document is provided as a template for the development of a property control plan for university departments.

The “Responsible Parties” information below is also found in the [Property Management Manual](http://www.sfasu.edu/purchasing/documents/manuals/52_PropertyManual_1-28-14.pdf) on the Procurement and Property Services Department website. The “Important Facts” are summarized from information in the Property Management Manual and are key reminders regarding security, property location and reporting.

The following pages are questions that, when answered and acted upon, will develop and implement the department’s property control plan.

**RESPONSIBLE PARTIES**

**Equipment Manager** (Department Head):

* Liable for all property listed for his/her department
* May not delegate this responsibility

**Designee**:

* May receive and submit property communications, and sign property documents on behalf of the equipment manager
* Does not assume the equipment manager’s liability or property responsibility

**Property Custodian:**

* Entrusted with the care and safekeeping of university property
* Liable for property that has been assigned to him/her

**All University Employees:**

* Financially responsible for any property in his/her custody as explained in the property liability acknowledgement signed by all employees at new employee orientation

In accordance with Texas Government Code § 2203.004 university property may be used only for state/university purposes. University property in the custody of any Stephen F. Austin State University employee may not be loaned, sold, traded, thrown away, cannibalized, or disposed of in any manner without the prior authorization of the property manager.

**IMPORTANT FACTS**

**Security Measures:** All employees are to exercise reasonable care and control over the property for which he/she is responsible. Property is to be monitored on a perpetual basis both by the property office and by university employees. Definitions/examples of “reasonable” care” are stated in the [Property Management Manual](http://www.sfasu.edu/purchasing/documents/manuals/52_PropertyManual_1-28-14.pdf).

**Property Location:** All property is subject to an annual inventory and periodic spot checks, and must be accounted for at all times. Fines and requirements will be imposed for missing property. See [Property Inventory and Management (17.14)](http://www.sfasu.edu/policies/property-inventory-and-management.pdf).

**Reporting:** Any change in property location, equipment manager, property custodian, or removal from campus must be properly documented with the appropriate forms, and reported to the Property Office. Departments should retain copies of all documentation. All forms may be found on the [Procurement and Property Services](http://www.sfasu.edu/purchasing/index.asp) website or on SFA Business Forms.

For questions or assistance, contact the Property Office at #4618 or #4412

**Describe in detail your departmental procedures for the following:**

1. What security measures are taken during a typical work day to prevent loss?
2. What security measures are taken to ensure the department is securely locked after work hours?
3. When and how are security measures explained to faculty, staff, and student workers?
4. Who is responsible in your department for preparing forms, and communicating changes to property records, and where are departmental property records kept?
5. Describe the record keeping for checking out property to students and faculty/staff and the process for following up on the timely return of property.
6. How often do Property Custodians and Equipment Managers review their current property list? What is the process to ensure that all property assigned to them is in their possession?
7. Describe how and when you conduct your own internal inventory. Discuss how faculty and staff are involved.
8. When IT support removes computers from the department for repair, how do you ensure the same computer is returned? If not returned, explain how paperwork is processed to document the property transfer or location change for all impacted property.
9. Do you loan property to other departments? If so, how do you document and track the property until it is returned to your department?
10. How often is property “in storage” reviewed and what factors are considered to determine if the “stored” property should be retained or transferred to surplus?