

Property Accounting & Disposition

On an annual basis, we believe it is important to review Property Accounting and Disposition of State property. Listed below are the current responsibilities and procedures that Property Control Designees must follow in accounting and managing State property.

Note: No property may be disposed of or transferred on campus without following state mandated procedures.

1. Property Control

A record of all existing State Property and equipment must be maintained by each department. Each department will designate one employee to be responsible for property and equipment control. If you do not have a Property Control Designee for your department, an Appointment of Property Control Designee form is located in the University Form's section of this manual for you to use for this purpose. Please furnish the Campus Property Control Clerk with the name, office or department, and phone number of the person responsible for keeping records on property and equipment in your area. Send all information to John Hernandez at M/S UW 127.

Through the use of several forms, it is the duty of the Property Control Designee to:

- A. Maintain a current department inventory log of all State equipment which contains a State property control number tag.
 - B. Receive and sign for tagged equipment in their department.
 - C. Report to the Campus Property Control Clerk any departmental moves and/or changes in location of tagged equipment.
 - D. Prepare a "Request for Property Survey Form" whenever a department needs to survey equipment that is no longer needed.
 - E. Report to the University Police all lost, stolen or missing equipment using the "[Equipment Loss Report Form](#)".
2. Departments are required to furnish the Campus Property Control clerk with one of the following forms before **disposing** of any State Property.
- A. [Request for Property Survey](#)
This form is required for all property with a "CSUF number tag". Serial numbers may be used if a "number tag" is missing from a property item. State property cannot be sold, traded, or kept for "parts" without an approved "Property Survey Form". These forms are available from the Property Control Clerk, John Hernandez, at 278-7977 or 278-2139.

B. Service Request

Service request forms are available from the Plant Operations office and are used to physically move items from one area on campus to another. No property or equipment will be picked up and moved unless this form has been signed by the Property Control Clerk.

After completing the form, keep a copy for departmental records and forward the original to the Property Control Clerk, John Hernandez, at M/S UW 127.

To help answer your questions and to access some of the forms described above, we also encourage you to visit our Warehouse & Property Services Web site at www.csufresno.edu/propertywarehouse/.

If I can provide additional information or if you have any questions, please let me know.

Dutch Green
Director