



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Department Property Custodian Training

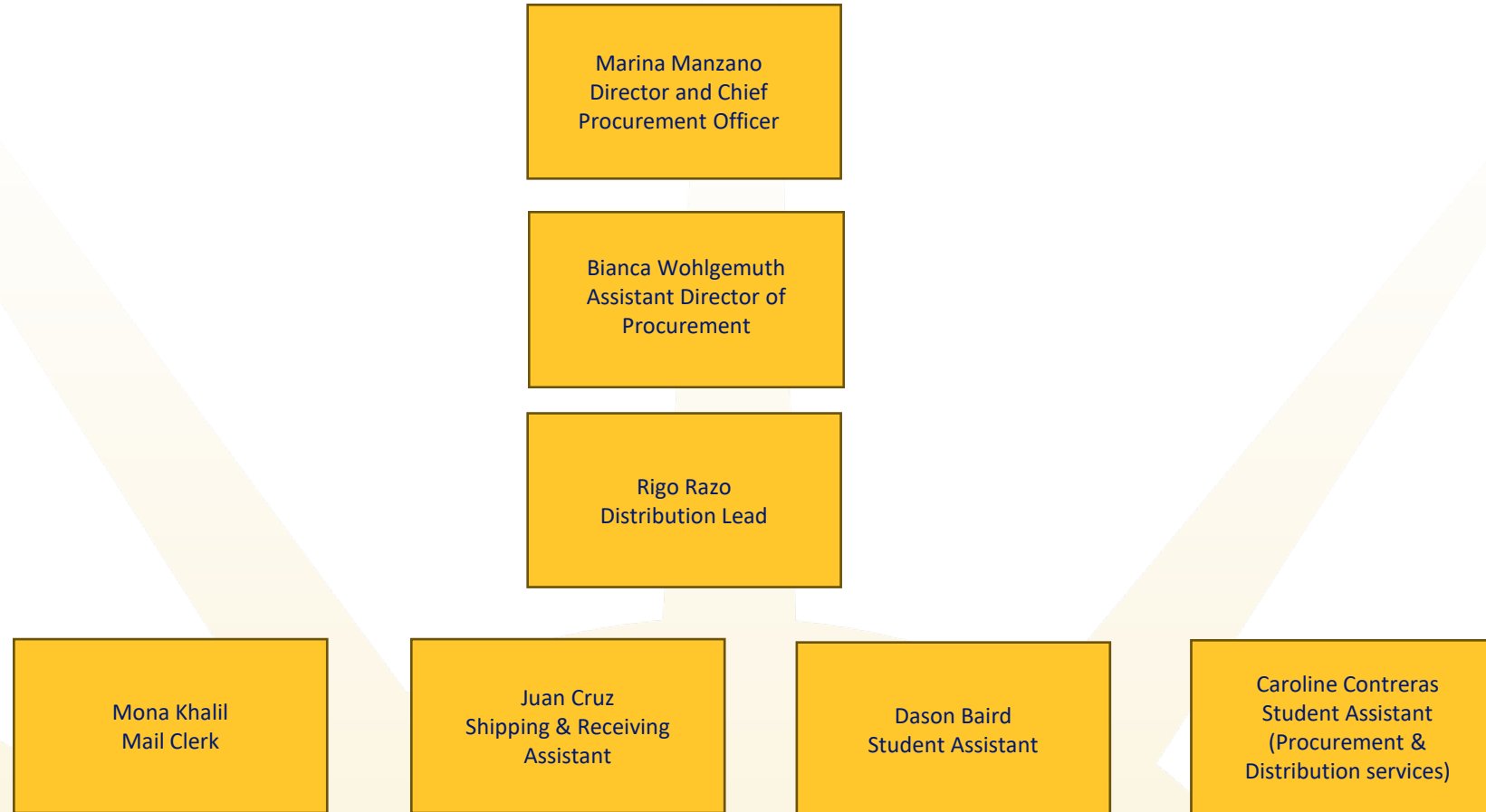
Distribution Services

Property and Asset Management

Agenda

- Distribution Services Staff Overview
- What is a Property Custodian?
- Trackable Property
- Forms
- Annual Inventory Audit

Distribution Services Staff Overview



What is a Property Custodian?

- A Property Custodian designated by the management of each department and is responsible for the inventory and safeguarding of all department assets. The Property Custodian (PC) maintains current, complete, accurate property records and tracks the assignments of property within the department and will notify Asset Management of any changes.
- If at any time a Property Custodian leaves CSUB, the Department Manager will assume the responsibility of Property Custodian until a new PC is assigned and completes training to assume the role. It is imperative that Asset Management (distribution@csub.edu) is made aware of all changes to Property Custodians immediately for accurate record keeping.

Trackable Property

- Asset Management tags three types of property that Property Custodians are responsible for tracking.
- 1. Capitalized Equipment: Is defined as tangible, non-consumable property meeting i.e., the following criteria:
 - A unit acquisition cost of **\$5,000** or greater (including all costs incurred to acquire and to ready the asset for its intended use such as purchase price, applicable tax, freight, etc.)
 - An estimated life greater than one year.
 - Is not permanently attached to or incorporated in the CSU buildings and grounds.
 - Is used to conduct CSU business.
 - This includes modular furniture i.e. cubicles

Trackable Property

2. Non-Capitalized Equipment: The University has established that equipment that does not meet the criteria to be capitalized but is valued at **\$2,500** or greater will be considered “non-capital equipment”. All non-capital equipment is to be tracked, tagged, and inventoried. Non-capital equipment will be tracked by recording it in the University’s Financial System.

Trackable Property

3.Sensitive Equipment: equipment that is easily subject to theft or loss based on an analysis of cost and risk by the campus. CSUB has defined sensitive equipment as:

- Weapons and Firearms
- Vehicles
- Laptops
- Computers
- Tablets
- Any property the University Property Survey Board deems appropriate



Property Custodian

Forms



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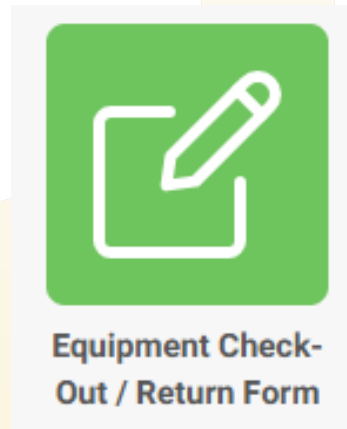
Asset Management Form Now in Kuali!

Great news! The Asset Management Team has been working diligently to move all forms to Kuali to make processing easier and faster for you.

- Demo

Equipment Check-Out/Return Form

- The Equipment Check-Out Form is required if any CSU employee is using any tagged equipment at an off-campus location for CSU business.
- An example of when this form should be completed is if a CSUB employee is using a tagged laptop to work from home.
- If an CSUB employee separates from the University the equipment must be returned and signed back in with management or the Property Custodian.



Lost/Stolen/Destroyed Report

- The Lost/Stolen/Destroyed (LSD) Report serves (3) functions. Reporting an asset as:
 1. Lost
 2. Stolen
 3. Destroyed
- If a property owner knows their property has been lost or stolen, they need to report it to their PC immediately.
- The PC will complete the LSD Report to notify Asset Management and UPD.
- The loss of Level 1 confidential data (see definition below) is potentially far more serious than the loss of the physical asset. The loss of level 1 confidential data has implications for actions the University must take, and the rules governing these actions are in Federal and State Regulations.
 - Level 1 data is defined as:
 - Social Security Number paired with last and first name or first initial.
 - Driver's license number or California identification card number paired with last and first name or first initial.
 - Bank account number or credit card number paired with last and first name or first initial.



Equipment
Loss/Stolen/Destroyed

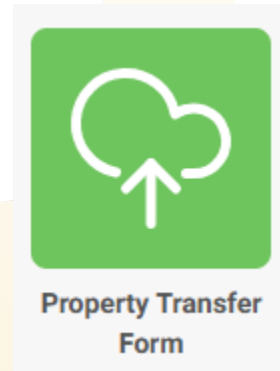
Lost/Stolen/Destroyed Report – Continued

- It is important for Faculty and Staff to adhere to loss prevention procedures to always avoid loss of CSU property. This includes:
 - Ensure University equipment identification tags or permanent makings are visible on the equipment.
 - Follow departments internal check-out/check-in system.
 - Lock office equipment to desk or stands.
 - Utilize a security room or closet to store high-risk equipment.
 - Lock office doors after business hours or whenever not physically in the office.
 - Do not leave keys to vehicles or carts in them while unattended.
 - Do not leave CSU laptops in your vehicle while unattended or overnight.

Property Transfer Report

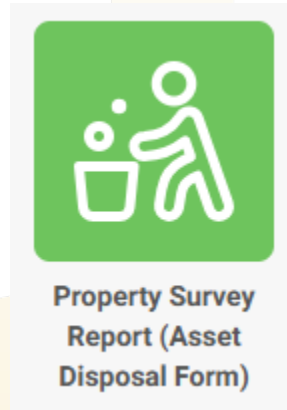
Uses of this form include:

- Intra-department: Movement of property from building to building or room to room within the same department.
- Business unit: Transfer ownership of property from one BU to another.
- A separate form must be completed for each type of transaction.



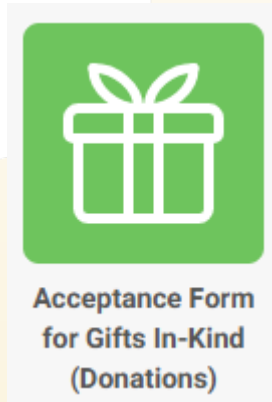
Property Survey Report (Asset Removal Form)

Before a department can retire, dispose, recycle, junk, salvage, sell, donate, auction, or trade-in either capital, noncapital equipment or sensitive equipment, it must follow a process known as a “Survey”. The proposed disposition must be documented and recorded and approved by the Property Survey Committee before any action can be taken on the item.



Donations to the University

- It is the policy of California State University, Bakersfield that all donations and gifts received by the University or any of its schools, departments, or units, be deposited through the office of the California State University, Bakersfield Foundation. Gifts to the University may be in the form of cash or non-cash items. Gifts of art must be approved for acceptance by the University's Gift-In-Kind committee. Gifts that are accepted with the expectation that they will be sold require special consideration for IRS purposes.
- Foundation Accounting can assist you in navigating if a Gift-In-Kind Form needs to be completed for your department's donation.



Other Asset Management Forms

- Asset Inventory Completion Form
- Asset Management Addition Form
- Property Custodian Responsibility Form
- Property Custodian Update Form



Asset Inventory
Completion Form



Asset
Management
Addition Form



Property
Custodian
Responsibility
Form



Property
Custodian Update
Form

Annual Inventory Audit – Property Custodian Role

- Perform at minimum an annual “inner department” inventory of capital, non-capital, and sensitive equipment. The Property Custodian will consult with the Asset Management Department, to provide any supporting documentation needed to complete annual inventory process within their department. If items cannot be located during the audit, it is the PCs responsibility to do their due diligence to try to find said item. If item still cannot be located, LSD Forms must be completed to remove items from inventory.

Inventory Audit (Tri-Annually)– Property Custodian Role

- At minimum once every three years, in conjunction with the Asset Management department, conduct a physical inventory of all capital, sensitive, and non-capital equipment valued greater than \$2,500. Property and Asset Management Policy Page 5 of 10.
- Properly maintain, update, and complete all appropriate property documentation within their respective departments. Documentation forms applicable for their department will include at minimum: Property Transfer, Property Survey, Equipment Check-out, Equipment Loss/Stolen/Destroyed, and Addendum for Lost/Stolen (when applicable).
- Notify Asset Management of any updates to their department's documentation.

Questions?



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