

Document V

EQUIPMENT POLICIES

Custody

Each department head to whom equipment is entrusted shall be the custodian of such equipment and shall be responsible for all equipment within his/her department until relieved of this responsibility. He/She shall be relieved of this responsibility for a specific piece of equipment when that item has been properly transferred to some other department or otherwise disposed of (see section on TRANSFER OR DISPOSITION). While equipment is in his/her custody, he/she will insure its proper utilization and take precautions to prevent its loss, theft, damage, or destruction by vandalism.

Inventory

All equipment that is acquired, whether through purchase, donation, or transfer, shall become the property of the University (and of the State). If such equipment has a value of \$1,000 or more, it will be tagged with a State property control tag and all pertinent information about the item, including its description, location, acquisition date and cost, serial number and other useful information will be recorded for inventory purposes. The record will become a permanent part of the University's inventory file of equipment.

Usage

Equipment belonging to the University shall only be used for University-related purposes. At no time will it be used for personal reasons or to promote personal gain, nor may individuals not associated with the University use the equipment. Equipment usage for individuals or groups who "rent" University facilities will be determined by the terms of the contracted agreement.

When equipment is to be loaned to a University employee for use in a department other than the one to which the equipment is assigned, a custody receipt should be prepared in duplicate and signed by both the Department Head in charge of the equipment and the University employee borrowing the equipment. One copy should be retained within a control file in the department until the equipment is returned, and the other copy given to the University employee who borrowed the equipment. The borrower should produce his/her copy of the custody receipt when asked to do so by personnel of the University Police Department or other appropriate members of the University faculty and/or staff.

In the event that a University student or an officially approved University organization is to be allowed to borrow University equipment for University-related purposes, the transaction must have prior written approval by the Department Head responsible for the equipment, his/her Dean or Director, and the Vice President in charge of the area. The University-related usage must be clearly articulated on the custody receipt, and copies of the form should be distributed to all individuals involved and to the University Property Manager. The student or individual from the University organization who has possession of the University equipment which has been borrowed must have a copy of the custody receipt in his/her possession at all times.

Equipment may be used by another State agency provided prior written approval is obtained from the University Council member in charge of the area lending the item(s) and from the State Property Control Director.

Removal from Campus

Equipment will not be removed from the department to which it is assigned without written approval of that Department Head. The University employee using the equipment away from its assigned location must be conducting "approved" University business and the equipment must be necessary for the successful conclusion of that business (e.g. audio-visual equipment used by High School Relations,

University automobiles driven to meetings for which travel request has been executed and approved, etc.). In cases where University equipment is used regularly for University business off-campus, one-time approval through the normal administrative system to the appropriate Vice President may be obtained. Infrequent off-campus use of University equipment must be approved for each such use through normal administrative channels up to the appropriate Vice President. A copy of the custody receipt with these proper approvals should be carried at all times by the University employee who takes the equipment off-campus.

Transfer or disposition

All transfers of equipment between departments and **ALL** dispositions of equipment will be made **ONLY** with the prior written approval of the University Property Manager. Only in special instances where time constraints are such that written follow-up for transfers of equipment between departments can be utilized. No member of the faculty, staff or student body will TRASH, SCRAP, DISMANTLE, DONATE, TRADE-IN, TRANSFER, OR SELL University equipment WITHOUT PRIOR WRITTEN APPROVAL OF THE UNIVERSITY PROPERTY MANAGER.

Stolen Equipment

When equipment is stolen (or believed to be stolen) from a given department, it is the responsibility of the Department Head to, as soon as possible, report the theft to the University Police Department in writing. This theft notification must request a written police report concerning the theft. A copy of the Department Head's written request should be sent to the University Property Manager. The University Police Department is required to send the University Property Manager a copy of the completed police report. However, it is still ultimately the Department Head's responsibility to insure that a copy of the completed police report is sent to the University Property Manager. Once the report is received, it is attached to a BF-11 disposition form and sent to State Property Control in Baton Rouge requesting that the item be removed from the University's inventory. Thus, if a police report is not received for each stolen item, the item cannot be removed from the departmental inventory.

Livestock

All adjustments to livestock (acquisition, disposition, change in market value) must be reported to University Property Control Office within seven (7) days of the adjustment. Livestock acquired for breeding, dairy, and experimental purposes are classified as property and shall be included in the inventory.

Authority

The above policies are in conformance with Article 7, Section 14 of the Constitution of the State of Louisiana and the State Property Control Regulations.