



POLICIES & PROCEDURES

Title: Property Control

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Department: Property Control

Purpose

To issue policies and procedures governing the management and control of state property at Louisiana Delta Community College.

Scope

This policy applies to all operational units of Louisiana Delta Community College and covers all property located at any LDCC facility.

Compliance

Louisiana Delta Community College Property Control Program was established to comply with the many rules, regulations and statutes established by the state and federal government to ensure propriety of movable assets owned by the State of Louisiana. These movable assets are entrusted to the care of the College and in turn entrusted to the care of the College's Property Custodians. Specific policies and procedures are hereby established to assist the users of the property in the compliance with noted rules and regulations.

AUTHORITY NOTE: Property Control rules and regulations are promulgated in accordance with Louisiana Revised Statutes. Specifically, they are: R.S. 39:321, R.S. 39:326 and R.S. 39:331 – 332. Louisiana Administrative Code: Title 34, Chapter VII.

HISTORICAL NOTE: State Property Control rules and regulations were promulgated by Office of the Governor, Division of Administration, Property Control Section on August 20, 1976.

1.0 PROPERTY CONTROL DEFINITIONS

- A. AGENCY - any state office, department, board, commission, institution, division, officer, or other person, or functional group, heretofore existing or hereafter created, which is authorized to exercise, or that does exercise any function of the

government of the state, excluding, however, any governing body or officer of any local government or subdivision of the state or any parochial officer who exercises functions coterminous with the municipality in which he performs those functions.

- B. AGENCY PROPERTY MANAGER - the officer or employee designated by the head of the agency as property manager for the agency.
- C. TAGGING THRESHOLD - the cost at which the State has designated that property must be controlled (All items are tagged and tracked at or above \$1,000.00).
- D. COMMISSIONER - the Commissioner of the Division of Administration.
- E. DIVISION - the Division of Administration for the State of Louisiana.
- F. HEAD OF THE AGENCY – the individual responsible for the administration and operation of the agency (e.g., College Chancellor).
- G. PROPERTY - all tangible non-consumable movable property owned by an agency with the exception of property specifically exempted by the Commissioner.
- H. PROPERTY CONTROL - Office under Facilities Department designated to handle movable assets records for the agency.
- I. PROPERTY CUSTODIAN - the department, section or budget unit head of a department within an agency designated by the Property Manager through the property manager as the responsible party for all property within his/her area of operations.
- J. PROPERTY LOCATIONS - a listing of property locations and/or buildings maintained by Property Control.
- K. STATE PROPERTY CONTROL DIRECTOR - the individual in the State Property Control Section of the Division of Administration who has been designated by the Commissioner for the administration of the State Property Inventory Regulations.
- L. SURPLUS PROPERTY - any movable state property (tagged or untagged) which is deemed to be of no further use to an agency.

2.0 APPOINTMENT OF PROPERTY MANGER & CUSTODIANS

- 2.1 State Property Control Regulations were adopted August 20, 1976, pursuant to the regulatory authority extended by the Louisiana Revised Statutes, Title 39:321

through 39:332. The head of every State Agency is required to appoint an Agency Property Manager.

- 2.2 The Property Manger shall designate Property Custodians.
- 2.3 In the event that a Property Custodian terminates employment with LDCC, upon notification by Human Resources, the Property Manager and/or newly designated Property Custodian, shall conduct an audit of the employee's property and report any defects, damage to or shortages of property to the Agency Property Manager.

In the event that the Property Manager does not receive notification before the exit of an existing Property Custodian, the Agency Property Manager or his/her designee will assume interim custody/responsibility for the inventory. In cases of damages to or shortages of property, the Property Manager, through LPAA and Security, shall take steps as are necessary to satisfy the claims of the State.

3.0 RESPONSIBILITY

- 3.1 Each Property Custodian shall be responsible for all the property within his/her department or area of responsibility until the Property Manager approves his/her release.
- 3.2 Whenever a Property Custodian has the knowledge or reason to believe that any property of the Agency is lost, stolen, damaged, or destroyed through vandalism, fire, windstorm, or other Acts of God he shall notify the Agency Property Manager, who will notify the Head of the Agency. The Head of the Agency through the Agency Property Manager shall notify the Commissioner, through the State Property Control Director, and follow up with a written report. The State Property Control Director shall make an investigation and take necessary action as provided for in La. R.S. 39:330.
- 3.3 The Property Manager, the Property Custodian or any other person to whom property is entrusted shall be liable for the payment of damages whenever his/her wrongful or negligent act or omission causes any loss, theft, disappearance, damage to or destruction of property of his agency for which he is responsible, and such damages shall be recoverable in a civil suit prosecuted on behalf of the state by the Attorney General.
- 3.4 The affected Property Custodian, through the Property Manager's office, will be notified following a reportable theft and will request a plan of action taken to reduce future incidents. Actions may include, but are not limited to 1) Re- keying locks to sensitive areas, 2) Changing the type of lock used in those areas, and 3) Educating department personnel about the security of property. We will identify and request a plan of action regarding a theft where it is identified as a high percentage, based on all thefts, or where repetitive thefts occur within one department.

4.0 PROPERTY CONTROL COMMUNICATIONS

- 4.1 Transfers of property between Agencies should be initiated by emailing a request to the Property Custodian or Property Manager.
- 4.2 Movement of property within an agency to another location, should be initiated either by emailing the equipment information the Property Custodian or Property Manager, or by completing an Equipment Movement Form and emailing or hand delivering to the Property Custodian or Property Manager. Equipment Movement Forms are available from Property Custodians or the Property Manager upon request.
- 4.3 Disposal of Property requests should be initiated either by emailing the equipment information the Property Custodian or Property Manager, or by completing a Request for Equipment Disposal Form and emailing or hand delivering to the Property Custodian or Property Manager. Request for Equipment Disposal Forms are available from Property Custodians or the Property Manager upon request.
- 4.4 To remove a piece of equipment for use outside a LDCC Campus, the employee should initiate the process by completing an Equipment Check-out Form and emailing or hand delivering it to the Property Custodian or Property Manager. Equipment Check-out Forms are available from Property Custodians or the Property Manager upon request.
- 4.5 A Drop-In Review will be conducted quarterly at each LDCC Campus. This review will consist of verifying a minimum of 25 pieces of equipment for availability and location accuracy within that Campus. A Drop-in Review Form will be completed and provided to Property Custodians to assess their progress. Review findings will be provided to each Head of Agency for which they have authority. These forms are available from the Property Manager.
- 4.6 The Property Manager will email each Head of Agency a quarterly reminder of individual aspects of Property Control Procedures to keep them abreast of requirements and/or changes in Policy and Procedure.

5.0 AUTHORIZED / UNAUTHORIZED USE OF STATE PROPERTY

- 5.1 The use of State property, materials, supplies, equipment, resources, etc., (tagged or untagged), for private use or personal gain, is prohibited by the Louisiana Constitution of 1974, Article 7, Section 14. State property entrusted to the agency, its officers, employees, volunteers, etc., shall not be loaned out or utilized for activities that are not sponsored or co-sponsored by Louisiana Delta Community College. Utilization of property for events seemingly unclear must have the approval of the Chancellor or appropriate Vice Chancellor. State Property of things of value of the State shall not be loaned, pledged, or donated to or for any person, association, or corporation, public or private.

- 5.2** Whenever a Property Custodian has knowledge or reason to believe that any state property, materials, resources, equipment, etc., has been used for private use, personal gain or otherwise alienated, he shall notify the Property Manager. The Property Manager shall then notify the Chancellor. In the event that the allegation has validity, the Property Manager shall notify the State Property Control Director to take necessary action.

6.0 ITEMS OF PROPERTY TO BE INVENTORIED

- 6.1** All items of movable property having an acquisition cost of one thousand dollars (\$1,000) or more, and certain gifts and other property having an appraised value of one thousand dollars (\$1,000) or more, must be placed on inventory. In addition, “movable property” is discerned from supplies as having a useful life of one year or more. For property control purposes, software will be considered as reference material and does not meet the criteria of movable property. All acquisitions of qualified items must be tagged with a State of Louisiana identification tag within sixty (60) days after the receipt of the items. Tagging Threshold = \$1000. NOTE: In most cases the tagging and recording procedure will be accomplished by the Property Manager. Whenever property meeting the capitalization threshold is routed direct to a department, it is the responsibility of the area Property Custodian to notify the Property Manager.
- 6.2** Carl Perkins Tagging: All assets meeting the requirements in section 5.1 of this document that are purchased under the Carl Perkins grant, will be state tagged first, then a Carl Perkins tag will be attached to the property. The Carl Perkins funding will be entered in the State’s AMS data base for recording purposes, and the Carl Perkins representative for LDCC will be notified.

LDCC is required by state law to dispose of all property through LPAA. In the event conflicts exist between the State and Federal Carl Perkins procedures, LDCC will adhere to LPAA disposal requirements.

- 6.3** Gifts of movable property must be given an appraised fair market value and recorded in the inventory, if the fair market value is one thousand dollars (\$1000) or more. The intended Property Custodian must notify the Property Manager immediately of any notifications of the intent to receive a donation. The Property Manager will prepare Donation Acceptance Request, if applicable, and submit to the Chancellor for signatory and notarization. In the event that a donation is offered by a current, former or prospective vendor, the Property Manager will take necessary steps to request an advisory opinion from the Ethics Commission and/or System Board.
- 6.4** Vehicles are included in the property control system. All transactions of acquisition, transfer and/or disposal of vehicles must have written approval from the Property Manager.

7.0 MARKING AND IDENTIFYING MOVABLE PROPERTY ITEMS

- 7.1** Each item which meets the definition of items of property to be inventoried as per Section 5.0 of this manual, must be identified with the uniform State of Louisiana identification tag which shall bear a unique identification number.
- 7.2** The Property Custodian shall ultimately be responsible for seeing that the property is tagged in accordance with State and internal regulations. The Property Custodian is responsible for the maintenance of property identification tags and the timely submittal of required information to the Property Control Manager as prescribed in these regulations.
- 7.3** If the item cannot have a State of Louisiana identification tag placed on it for physical reasons, the identification number should be written on the item with indelible ink (in case of items such as cloth or soft plastics), or the number inscribed on the item with a small engraving tool. Authorization must be given in writing by LPAA for any item that does not have a state identification mark due to extenuating circumstances.

8.0 INVENTORY OF PROPERTY

- 8.1** Location Codes – The Property Manager shall establish and maintain a list of Property Location Codes. These codes shall be used to keep track of the location of the property of the agency.

The Property Manager shall keep the Property Location Codes for the agency current and shall submit to the State Property Control Director an up-to-date code list with each annual certification.

- 8.2** The Property Manager shall complete the Property Acquisition Form on items acquired by the agency and defined in these regulations as items to be inventoried.
 - 8.2.1** Location – The Property Manager or his/her designee shall enter the location code of State tagged property in the AMS system. This code may be found in the Property Location Codes listing for each LDCC Agency.
 - 8.2.2** Property that may, on an as needed basis, be moved between locations within a department, will be noted as such in the "Notes" section of the AMS platform.
 - 8.2.3** Purchase Cost – The Property Manager or his/her designee shall fill in the items Acquisition Cost.
 - 8.2.4** Serial Number – The Property Manager or his/her designee shall fill in the alphanumeric digits of the manufacturer's serial number. If there is no serial number, it is very important that it be reported. If an item is received without a serial number, Property Control will uniquely serialize that property and enter

in the AMS system. In cases of theft, the serial number is usually our only means of identification.

- 8.2.5** Make – The Property Manager or his/her designee shall fill in the make of the item acquired.
- 8.2.6** Tag Number – The Property Manager or his designee shall enter the last five (5) numbers appearing on the State of Louisiana identification tag which has been placed on the item.
- 8.2.7** Classification – The Property Manager or his designee shall enter the appropriate classification which describes the item to be inventoried. Asset Management System (AMS) has a listing of classifications for property.
- 8.2.8** Description – The Property Manager or his/her designee shall fill in the closest description which most clearly describes the item.
- 8.2.9** Agency Use - Agency - The Property Manager or his designee shall fill in this field according to the Agency List on file in Property Control.
- 8.2.10** Purchase Date Month/Day/Year – The Property Manager or his designee shall complete the month and year the item was acquired regardless of the source. If the month cannot be established, an educated estimate will be satisfactory. The proper codes for the months are as follows:

1 – January	08 – July
2 – February	08 – August
3 – March	09 – September
4 – April	10 – October
5 – May	11 – November
6 – June	12 – December

Example: June 1, 1998 = 06-01-1998

- 8.2.11** Purchase Order - The Property Manager or his designee shall fill in the LDCC Purchase Order number in this field.

NOTE: The Finance Department will maintain a schedule of Active Restricted Grants and Contracts to identify Federal Funds purchases (direct of state pass through). Property Control will monitor purchases and indicate Federal Property Purchases in the AMS system. The Finance Department will keep the listing current and notify Property Control when changes occur.

- 8.2.12** Model – The Property manager or his designee shall fill in the model of the item if applicable.

9.0 ANNUAL PHYSICAL INVENTORY REQUIREMENTS

- 9.1** Notification – The Property Manager shall notify the Property Custodian through email when the physical inventory shall begin. At that time, he will send each Property Custodian one copy of their Asset Certification Report which lists the property inventory for each area of responsibility. Physical inventory update may be made directly on a copy of the computer printout clearly marked “Asset Certification Report”. However, all required information must be given. The Property Manager, or his representative may supervise or observe all or any part of any inventory.
- 9.2** Agency Certification – The Property Control Manager must submit the Certification of Annual Property Inventory to the State Property Control Director on or before the anniversary of the prior year’s certification. Copies of the current and three prior year’s discrepancy must be included in the packet. In addition, disposition documents for the third previous year’s discrepancy along with a copy of the last page of the State Master file printout, must be included.
- 9.3** Reviews – In order to ensure the integrity of the Physical Inventory Certifications and create a higher level of awareness in the college community; The Property Manager will perform Quarterly Drop-in Reviews as stated in section 4.5 of this Policy.
- 9.4** Individual Penalties – Each person to whom property is entrusted and receipted for as provided in these regulations shall be liable for the payment of damages whenever his wrongful or grossly negligent act or omission causes any loss, theft, disappearance, damage to or destruction of property of his agency for which he is responsible as provided herein, and such damages shall be recoverable in a civil suit therefore prosecuted on behalf of the state by the attorney general.
- 9.5** Agency Penalties – The Commissioner shall have the authority to invoke any and all of the following actions when agencies are found to be in noncompliance with these regulations.
1. Call in the good faith performance bond of respective property manager(s).
 2. Take action to restrict or require acquisition of movable property only on approval of the Commissioner until compliance with the movable property regulation is completed.
 3. Revoke or restrict purchasing authority for movable property.
 4. Contract, at the expense of the agency in noncompliance, the resources necessary to resolve the compliance problem.

AUTHORITY NOTE: Louisiana Administrative Code Title 34, Louisiana Revised Statutes; Title 39:321 through 39:322, Constitution of the State of Louisiana.

10.0 ELECTRONIC SANITIZATION

- 10.1** All electronic media provided by Louisiana Delta Community College is accounted for under LPAA guidelines or LDCC School policy. The use of these assets are controlled by the procedures listed below.

All assets that are being Disposed of or Surplused by LDCC are done so under LPAA Guidelines. LDCC will ensure all Electronic Media meets the data Sanitization requirements under LPAA POL 201401 which includes guideline documents: Office of Technology Services IT-POL-I-04, IT-STD-1-18, and LPAA PPM II.