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## **ADMINISTRATIVE PROCEDURES**

### **PURPOSE**

The purpose of maintaining the furniture and equipment inventory is to comply with the State-owned property inventory rules of the Mississippi Administrative Procedures Act and the Code of 1972 and in accordance with the

Foundations are to notify Property Control of donations and if the item meets the criteria set forth by the State, Property Control will assign it an asset number and record it in the property asset file. The department receiving the equipment will receive an acquisition receipt and report.

**TRANSFER OF PROPERTY FROM ANOTHER AGENCY**

Furniture or equipment received by a department through transfer from another State or Federal agency will be reported to the Property Accounting Department. A complete description of the property, serial number, um s d

attached. The affidavit must be signed by the executive head of the agency, the person in charge of property records and the employee directly responsible for the property which was stolen, lost or mysteriously disappeared. ***The affidavit form is available from Property Accounting.*** Property Accounting will secure the necessary approval for disposition from the VP for Finance and Administration and the respective unit's VP level. Once the affidavit is complete, Property Accounting will then delete the property from the inventory record and send a report to the State Auditor's Office if required.

#### **TEMPORARY TRANSFER OF PROPERTY**

The loan or transfer of furniture or equipment between departments for short periods need not be reported to Property Accounting. However, the department head to which the property

**PROPERTY TO BE REPAIRED**

Records should be kept on any item sent to be repaired. This record should state where the equipment will be sent, the vendor, the USM number, date, serial number, description, shipping/repair number or receipt. Property Accounting should be notified prior to shipping for tag removal and documentation. Departments should check on the property status and notify Property Accounting if the item is returned, replaced, or lost in shipment. Sometimes the costs of repairs exceed the value of the item. Departments should determine whether the property warrants the cost of repairs. Property Accounting should be notified of this decision. All purchase orders issued for repair of University or

administrative head of each budget unit for all the inventory property in the possession of his/her department. It is expected that a physical check of all inventory property will be made when requested by the Property Accounting Department, and at that time the administrative officer of the budget unit will be expected to account for every item of property on the inventory of his/her department. At the time of the required inventory, each budget unit will receive notification from Property Accounting. Once, the inventory is complete return the proper documentation to Property Accounting. Necessary changes to inventory will not be processed until proper documentation is submitted.

Departments that fail to complete their In-House Audits within the 30 days allowed will be required to provide justification for not complying with this policy and will be reported to the Office of the President. Departments that fail to comply will also be audited by Property Accounting or Internal Audit and charged at a rate of \$50.00 per hour.

#### **UNIVERSITY POLICY CONCERNING DELETIONS**

No deletions for junked or salvaged equipment, will be made on the inventory property listing until the University Salvage Committee has approved such a deletion and authorized the Property Accounting Department to take appropriate action. The University Salvage Committee will verify all paperwork, view items and approve all deletions to assure proper disposal procedures were followed. All paperwork must include the signatures of the appropriate parties and verification that the proper government agency has been informed should government-owned property be involved. The Internal Auditor may spot-check inventory listings on a random basis to verify accuracy in procedure.

#### **SPONSORED PROJECT INVENTORIES**

ORA will notify each department when physical inventories are required for each sponsored project; generally, this is near the expiration of a project although some Federal agencies do require an annual inventory. An inventory listing of accountable government property, prepared from purchase orders, vendors' and government shipping vouchers will be provided by Property Accounting when necessary.

#### **CANNIBALIZATION**

Property should not be cannibalized unless it has no reasonable prospect for sale or use as serviceable property without major repair or alterations, but it has some value in excess of its scrap value. Cannibalized property must be deleted from the University's Master listing when it loses its identity. If the remainder of the property has no recovery value, it may then be discarded. (Property to be deleted must be cleared through the normal process before action will be taken to remove it from the master inventory file.)

#### **DISPOSITION OF SURPLUS PROPERTY**

When University-owned property is no longer

to be used for personal use or taken from the campus for personal use even though equipment is returned. There are certain campus departments, such as the library, data center, Instructional Technology center, that are authorized to loan equipment and materials, as part of their operations. These departments shall establish appropriate control policies and procedures.

- II. Equipment and materials which are to be used by a staff member may be taken from the campus if the following criteria are met:
  - a) The equipment or materials must be used within the scope of staff member's duties.
  - b) The staff member's department head must approve the change in location. A loan receipt giving a description of the equipment or materials, serial number, tag number, location of equipment or materials and the dates it will be used off campus.
  - c) Equipment must be returned to campus for repairs and/or maintenance.
- III. Inventories are the responsibility of the department head and shall be updated quarterly when the printout is furnished to the department head by the Property Accounting Manager. When it is determined that an item listed on the equipment inventory is lost or stolen, the department head, should report it to the Property Accounting office and UPD with full details.

#### **LOAN OF UNIVERSITY OWNED EQUIPMENT**

Restrictions to the loaning of University-owned or government-owned equipment are that: (a) the equipment is used in furtherance of the University's work in direct benefit to the University with the results being reported to the University; (b) the equipment is not commercially available; and the recipient is liable for any loss or damage to the equipment while it is in his or her possession. The recipient is also responsible for the cost of any packing, crating, and transportation from origin to destination and return. Prior to lending University-owned or government-owned equipment, it is necessary to obtain the approval of the University's administrator. Prior agency approval is also required for government-owned equipment. Any loans must be coordinated through the Property Accounting Manager to ensure proper updating of the records. Property retrieval from loan recipient will be the responsibility of the department administrator.

#### **LEAVING THE UNIVERSITY OF SOUTHERN MISSISSIPPI**

Title to all property at the university [redacted] university or in custody for external agencies [redacted] general rule is that property in the university may not accompany a faculty or staff member leaving the university or moving to another institution. Exceptions are granted on a case by case basis in accordance with the criteria adopted by the administration. The criteria for determination of transferability of equipment and/or funds to another institution at the request of faculty members terminating their faculty appointment here and transferring activities to another institution are as follows:

1. At no time will title to equipment vested in the University of Southern Mississippi be transferred directly to the terminating faculty member.
2. Transfer of equipment may be considered when:
  - a. It is or was the specific intent of the donor that the equipment is or was to support the work of the terminating faculty member rather than a program of the university and the equipment ownership should be transferred to the institution to which the faculty is moving.
  - b. The equipment was purchased from funds supporting an on-going program which the donor or granting agency will continue at the new employing institution.
  - c. The equipment is government -owned and the faculty has the prior written approval from the agency that furnished the equipment to transfer the equipme

**Please contact Property Accounting if assistance is needed at:  
Phone: 266-4439 or Mail Box 5086**



## ACQUISITION RECEIPT FORM

SEE PAGE 10

The acquisition receipt (gold form) is partially completed by Property Accounting before delivery. Complete the shaded areas and send to Property Accounting as soon as possible. This step is vital to ensure that Property Accounting properly books the equipment.

The receipt should be completed and signed by the receiving department's property contact or department head. The information collected is used for reporting, which will be submitted to the State Department of Audit when the item is paid for.

THE UNIVERSITY OF  
SOUTHERN MISSISSIPPI

Property Accounting 118 College Drive Box A 5086

**DIRECTIONS:** Please complete the shaded areas and send to property accounting (BOX 5086)

ACQUISITION RECEIPT

~~XUBMHKPEH~~ ~~EDUFWJMH~~ ~~860WJ~~ ~~KOH~~

~~DHPEHH~~ ~~BRSHXQDMRQQH6QDMUH~~

<del>6RXWQOZ</del> <del>KPEH</del>	<del>DH</del> <del>R</del>	<del>HXBQ</del>	<del>6HDOXPEH</del>	<del>QMRP</del>	<del>MRQWXPDDW</del>

Property Contact or Department Head \_\_\_\_\_

I acknowledge receipt of above

-- OFFICE USE ONLY --

Report Number \_\_\_\_\_ Transaction: Transfer \_\_\_\_\_ New Replacement \_\_\_\_\_ Other \_\_\_\_\_  
 Date Paid \_\_\_\_\_ Pickup \_\_\_\_\_ Computer Equipmen \_\_\_\_\_  
 Date Added to Inventory \_\_\_\_\_ Reinstating \_\_\_\_\_

PROPERTY AFFIDAVIT FORM  
(SEE PAGE 12)

Property deleted from the inventory because of theft, robbery or mysterious disappearance shall be reported immediately upon discovery. Such deletion should include a notarized affidavit signed by the executive head of the agency, the person in charge of the property records and the employee directly responsible for the property which was stolen or lost. **All lost or stolen property shall be reported to a Law Enforcement Agency. A copy of the Law Enforcement Agency report shall be attached.**

**INSTRUCTIONS FOR COMPLETION OF NOTARIZED AFFIDAVIT**

1. Physical location of assigned property. (Departmental address)
2. Date report was made. (Current Date)
3. Description (Desc), inventory number (USM No.), report number (Rpt), purchase date (date), and cost or value (amount) as reported on the departmental inventory listing. (Parenthesis indicate heading used on departmental printout.)
4. Explain the loss in detail showing the Sheriff's office or Law Enforcement Agency to which this loss was reported to as well as the report/case number filed on this loss.
5. Agency/University Chief Administration Officer or President must sign and date.
6. Agency/University Property Officer must sign and date.
7. Agency/University personnel who was assigned the property must   rsMar           Y                           (Dd)

Department Name \_\_\_\_\_ Description \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_  
USA Number \_\_\_\_\_ Description \_\_\_\_\_ Serial Number \_\_\_\_\_

EMPI \_\_\_\_\_ FEE RESPONSIBLE \_\_\_\_\_ DATE \_\_\_\_\_  
BY \_\_\_\_\_  
BY PRESIDENT OR CHIEF ADMIN. OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

It is the \_\_\_\_\_  
... DEPRAGE SIGNATURES APPLICABLE. PENALTY WHERE APPLICABLE.  
I, \_\_\_\_\_, hereby certify that the above \_\_\_\_\_  
facts are true and correct to the best of my knowledge, \_\_\_\_\_  
GIVEN UNDER MY HAND AND OFFICIAL SEAL, \_\_\_\_\_  
Secretary

THE UNIVERSITY OF SOUTHERN  
MISSISSIPPI

PROPERTY LOAN RECEIPT

CHECK ONE:

( ) LOAN

( ) REPAIR

( ) OTHER (Please explain) Date: \_\_\_\_\_

DESCRIPTION OF PROPERTY

INVENTORY NUMBER \_\_\_\_\_ DESCRIPTION \_\_\_\_\_

MAKE: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_

DEPARTMENT NAME: \_\_\_\_\_ DEPARTMENT CODE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**SIGNATURE OF BUDGETARY AUTHORITY**

Name and address of the repair person: \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

Purchase order No. /RMA No. \_\_\_\_\_

NAME OF PERSON RESPONSIBLE: \_\_\_\_\_

**PLEASE TYPE OR PRINT**

ACKNOWLEDGEMENT

I hereby acknowledge that the property listed above is in my possession and accept the responsibility thereof. I also acknowledge that I have received a copy of this receipt.

PROPERTY LOCATED AT: \_\_\_\_\_

\_\_\_\_\_ TELEPHONE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

**SIGNATURE OF RESPONSIBLE PERSON**

**Instructions:**

1. This form must be completed for each individual item of property on short term loan, temporary change in location OR out for repair.
2. It is the responsibility of the person approving this location change to sign this form, to obtain the signature of the responsible person and then submit the completed form to the Property Officer.
3. This change will be in effect until the item is returned and this form is nullified. To nullify this change, complete and forward to Property Accounting the following:

DATE RETURNED: \_\_\_\_\_

INVENTORIED BY: \_\_\_\_\_ Date \_\_\_\_\_

*I hereby certify that I have conducted a physical inventory of the item listed above and reported this status to Property Accounting.*

4. A copy of this receipt should be retained for the departmental inventory file and given to each signee. It should be given to the auditor prior to the audit. This form will serve as a hand receipt for the item. Failure to produce a hand receipt will result in the item being reported by the auditor as "Missing".

NOTE: The Office of the State Auditor may take action to recover the value of the missing item. This form should be available for all property audits. A verification of equipment and a currently dated form should be completed as often as necessary.

# The University of Southern Mississippi

## General Ledger Account Codes

### Commodity Account Codes

PS Acct	Account Description	Thresholds
606411	GRANTS ONLY Office Machines, Furn & Fixtures under \$5000	under \$ 5,000
606412	GRANTS ONLY Vehicles under \$5000	under \$ 5,000
606413	GRANTS ONLY Farm Equipment under \$5000	under \$ 5,000
606414	GRANTS ONLY Medical Equip under \$5000	

<b>608261</b>	<b>Radio And Television Equipment (see above) Over \$5000</b>	
<b>608262</b>	<b>Cell Phones</b>	
<b>608270</b>	<b>Scientific Equipment</b>	
<b>608271</b>	<b>Scientific Equipment Over \$5000</b>	
<b>608280</b>	<b>Capital Lease Purchases</b>	
<b>608290</b>	<b>Other Equipment</b>	
	Monitors	over \$1,000
	Camera and Camera Equipment	over \$250
	Handheld Data Collector	over \$1,000
	Digital Organizer	over \$1,000
	Projectors	over \$1,000

**STATE OF MISSISSIPPI  
LAWS GOVERNING STATE PROPERTY  
Miss. Code Ann. 1972**

Section	29-9-1	Inventories to be Made by Heads of State Agencies
Section	29-9-3	Content
Section	29-9-5	Execution and certification
Section	29-9-7	Master Inventory Compiled
Section	29-9-9	Disposal of Obsolete or Unnecessary Property
Section	29-9-11	Report of Additions and Deletions
Section	29-9-13	Physical Audit
Section	29-9-15	Rules and Regulations
Section	29-9-17	Liability for Failure to Make Inventory; Recovery of Value of Missing Items
Section	29-9-19	Report of Livestock
Section	29-9-21	Complete and Current Records and Reports
Section	25-1-87	Marking Publicly-owned or Leased Vehicle; Exceptions; Effect of Non-compliance
Section	19-25-15	Identification of Sheriff's Motor Vehicles; Use of Unmarked Vehicles
Section	7-7-211	Powers and Duties of the State Auditor
Section	25-53-3	Definitions-Central Data Processing Authority
Section	25-53-5	Powers and Duties-Central Data Processing Authority

Note: Refer to the website of the State of Mississippi's Office of the State Auditor for more details of the laws mentioned herein.