ACQUISITION RECEIPT FORM 10
PROPERTY AFFIDAVIT 12
PROPERTY LOAN REC

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 Administrati

number the item if it meets the criteria set forth by the State and record it in the fixed asset file. The department receiving the equipment will receive an acquisition receipt and report.

information about the lost or stolen item should be included in the report. To delete the property from the inventory, a notarized affidavit must accompany the deletion report. A detailed explanation of the loss showing the law enforcement agency (UPD) to which this loss was reported, as well as the report/case number filed on this loss is required. A copy of the law enforcement agency's (UPD) report shall also be 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 Salvage Committee. The department will be notified of the Salvage Committee's decision. Property Accounting will then delete the property from the inventory record and send a report to the State department of Audit.

TEMPORARY TRANSFER OF PROPERTY

The loan or transfer of furniture or equipment between departments for short periods need not be reported or

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 government -owned property should include the inventory number and/or serial number.

MARKING OF MOTOR VEHICLES

All state owned vehicles shall have a permanent decal or paint on both sides of the vehicle in letters at least three (3) inches in height and on the rear in letters not less than one and one-half (1-1/2) inches in height stating the name of the state agency. The marking must be in a color which is in contrast with the color of the vehicle. Vehicles with faded and barely visible markings, as well as those which have no markings at all will be reported. The Physical Plant Motor Pool is in charge of vehicle marking.

LIABILITY FOR FAILURE TO MAKE INVENTORY- SECTION 29-9-17

If any officer or employee of any state agency shall refuse or fail to make any inventory or supplemental inventory thereto as required herein, or to do so in the manner prescribed by the State Auditor, the State Auditor shall proceed to make, or cause to be made, the inventory or supplemental inventory; and the expense thereof shall be personally borne by said officer or employee, and he shall be responsible on his official bond for the payment of the expense.

In the event that an examination conducted pursuant to Section 29-9-13 finds items that are included on an agency's inventory which are missing and otherwise unaccounted for, the State Auditor has the authority to proceed under the provisions of Section 7-7-211 to recover the value of the missing items. The demand shall be made against the head of the agency, the agency's property officer and/or the appropriate officer or employee, if identified.

Accounting Department annually. The basic principle of the property accounting system is the accountability of the 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 sub

UNIVERSITY POLICY CONCERNING DELETIONS

No deletions for junked, salvaged, lost or missing items 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 iage Tw 1.4 0d ( )Tj 0.36 0 Td (D)Tj T0.005 Tc -0a (mm)Tj 0 Tc 0 Tw (i)TjTj 0.547 0 T.007 Tw 2.28 0 Tj 4.067 0 Td (e)Tj

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PERSONAL, LEASE, RENTAL, OR BORROWED PROPERTY

This type of property should be identified and labeled to clarify ownership. Any documentation concerning this property should be available whenever a department is audited.

Please call or write Property Accounting if assistance is needed.
Phone: 266-4439
Box 5086

ACQUISITION RECEIPT FORM

SEE PAGE 11

The acquisition receipt (gold color 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.

A copy of the acquisition receipt should be retained by the receiving department to compare to your inventory listing during In-house Inventory.

THE UNIVERSITY OF
SOUTHERN MISSISSIPPI

Property Accounting ● 118 College Drive ● Box #5086

PROPERTY AFFIDAVIT FORM
(SEE PAGE 13)

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

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THE UNIVERSITY OF SOUTHERN MISSISSIPPI
118 COLLEGE DRIVE #5086 • HATTIESBURG, MS 39406-0001

Internal Auditing PROPERT

The University of Southern Mississippi

General Ledger Account Codes

Commododity 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	under $ 5,000
606415	GRANTS ONLY Data Processing Equip under $5000	under $ 5,000
606416	GRANTS ONLY Radio & TV Equip under $5000	under $ 5,000
606417	GRANTS ONLY Scientific Equipment under $5000	under $ 5,000
606418	GRANTS ONLY Other	

608261 Radio And Television Equipment (see above) Over $5000
608262 Cell Phones
608270 Scientif

LAWS GOVER

remain confidential by the State Auditor until the individual against whom the demand letter is being filed has been served with a copy of such demand letter. if, however, such individual cannot be notified within fifteen (15) days using reasonable means and due diligence, such notification shall be made to the individual's bonding company, if he or she is bonded. Each such demand shall be paid into the proper treasury of the state, county or other public body through the office of the department in the amount demanded within thirty (30) days from the date thereof, together with interest thereon in the sum of one percent (1%) per month from the date such amount or amounts were improperly withheld, misappropriated and/or otherwise illegally expended. In the event, however, such person or persons shall refuse, neglect or otherwise fail to pay the amount demanded and the interest due thereon within the allotted thirty (30) days, the State Auditor shall have the authority and it shall be his duty to institute suit, and the Attorney General shall prosecute the same in any court of the state to the end that there shall be recovered the total of such amounts from the person or persons and surety on official bond named therein; and the amounts so recovered shall be paid into the proper treasury of the state, county or other public body through the State Auditor;

(h) To investigate any alleged or suspected violation of the laws of the state by any officer or employee of the state, county or other public office in the purchase, sale or the use of any supplies, services, equipment or other property belonging thereto; and in such investigation to do any and all things necessary to procure evidence sufficient either to prove or disprove the existence of such alleged or suspected violations.

The Department of Investigation of the State Department of Audit may investigate, for the purpose of prosecution, any suspected criminal violations of this chapter. For the purpose of administration and enforcement of this chapter, the enforcement employees of the Department of Investigation of the State Department of Audit have the powers of a peace officer of the state only over those persons under indictment or at the direction of another duly authorized law enforcement agency having jurisdiction over the case. All enforcement employees of the Department of Investigation of the State Department of Audit hired on or after July 1, 1993, shall be required to complete the Law Enforcement officers Training Program and shall meet the standards of the program.

Dept. of Archives and History – 2
State Fire Fighters Academy
station wagon – 1
Office of Capitol Facilities - Capitol Police – 2
Office of Building, Grounds and Real Property – 1
State Veterans Affairs Board – 9
Employment Security Commission – 1
Forest Product Utilization Lab – 1
Mississippi Board of Nursing – 3
Certified Development Company of Mississippi, Inc – 1
State Board of Medical Licensure – 4
Mississippi Public Employees' Retirement System – 3
Mississ

In addition to the motor vehicles authorized to be owned and operated by the Mississippi Department of P

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(e) The authority shall adopt rules and regulations governing the sharing with, or the sale or lease of information technology services to any non-state agency or person. Such regulations shall provide that any such sharing, sale, or lease shall be restricted in that same shall be accomplished only where such services are not readily available otherwise within the state, and then only at a charge to the user not less than the prevailing rate of charge for similar services by private enterprise within this state.
(f) The authority may, in its discretion, establish a special technical advisory committee or committees to study and make recommendations on technology matters within the competence of the authority as the authority may see fit. Persons serving on the Information Resource Council, its task forces or any such technical advisory committees shall be entitled to receive their actual and necessary expenses actually incurred in the performance of such duties, together with mileage as provided by law for state employees, provided the same has been authorized by a resolution duly adopted by the authority and entered on its minutes prior to the performance of such duties.

(g) The authority may provide for the development and require the adoption of standardized computer programs and may provide for the dissemination of information to and the establishment of training programs for the personnel of the various information technology centers of state agencies and personnel of the agencies utilizing the services thereof.

(h) The authority shall adopt reasonable rules and regulation requiring the reporting -to the authority through the office of executive director of such information as may be required for carrying out the purposes of this chapter and may also establish such reasonable procedures to be followed in the presentation of bills for payment under the terms of all contracts

(4) The Office of General Services, on the approval of the Public Procurement Review Board, is hereby authorized and empowered to make reasonable rules and regulations and to require such information as may be necessary to carry out the purpose and provisions of this section.

(5) Any violation of the provisions hereof by any elected head of any institution, department, commission or agency of the State of Mississippi, or any appointee or employee of any institution, department, agency or commission coming under the provisions of this section, shall constitute a misdemeanor and, upon conviction therefore, shall be punished by a fine of not exceeding one Thousand Dollars ($1,000.00) in addition to personal and official liability, as herein above provided.

(6) The provisions of this section shall not apply to the disposal of any unneeded personal property at the project described in Section 57-75-5 (f) (vii), Mississippi Code of 1972. Any such unneeded property may be disposed of by the Mississippi Major Economic Impact Authority under such rules and regulations as may be adopted by such authority. The provisions of this subsection (6) shall stand repealed from and after July 1, 1997

Section 29-9-11 - Report of Additions and Deletions

On or before the fifteenth day of each month, the heads of all state agencies shall add to their inventory or inventories the items purchased or otherwise acquired during the last preceding month in the same manner as Bet forth in the original inventory, and indicate items that have been disposed of and that should be deleted therefrom, showing how and where disposals were made. Should there be no change in the inventory, a report shall be filed so indicating. This additional list and items to be deleted shall be submitted to the auditor of public accounts, to be used to add or to delete from the inventory or inventories in his office.

Section 29-9-13 - Physical Audit

Representatives of the state department of audit under the direction of the state auditor of public accounts, in making regular audits of the different state agencies, shall reconcile all invoices and records with the agencies' property inventories, and shall make a check or physical audit of the actual items or properties shown on their inventories and related records. Each state agency, the secretary of the senate, and the clerk of the house of representatives, when requested to do so, shall furnish a competent person or persons to assist in this check or physical audit. The auditor shall keep his records current at all times and shall report to the agency concerned any such changes made and the general status of the inventory involved on the completion of each audit. This report shall also be included in the audit reports of the state department of audit covering the different state agencies. The state auditor shall use such reports from the state department of audit to correct and maintain current the inventories in his office.

Section 29-9-15 - Rules and Regulations

The auditor of public accounts on approval of the attorney general, is hereby authorized and empowered to make reasonable rules and regulations and to require
such additional information as may be necessary to carry out the provisions and purposes of the inventory requirements of this chapter.

Section 29-9-17 - Liability for Failure to Make Inventory; Recovery of Value of Missing Items

(1) If any officer or employee of any state agency shall refu053 Td ( )Tj ET Td ( )Tj ET Td ( )Tj ET Td (33v 0 Tc 0 Tc 0.267 0 T

Section 29-9-21 - Complete and Current Records and Reports

It is the purpose of this chapter to provide for more accurate, detailed, and readily available inventory information on all state property, said records to be maintained on machine equipment in the office of the auditor of public accounts. In carrying out the purpose hereof, it shall be the duty of the auditor to maintain his records complete and current and make such reports to the governor and the legislature whenever required, or when the said auditor, in his discretion, finds it necessary to make other and additional reports.

Section 45-3-51 - Retirants Permitted to Retain One Sidearm.

Each member of the Missi[illegible]