

SOUTH LOUISIANA COMMUNITY COLLEGE
Policy # 700 Property

Title: Equipment and Property Management

Authority: SLCC Finance
& Administration

Effective Date: 10/1/16

PURPOSE:

To define and emphasize responsibilities and procedures for effective and efficient management of equipment and moveable property.

STATUTORY REFERENCE:

R.S. 39:332 establishes authority for the development of state property control rules and regulations with the Division of Administration (DOA). The Louisiana Property Assistance Agency within the DOA promulgates state property control policy and procedure. State regulations require that all property valued at \$1,000 or more be tagged and recorded in the state property management system.

GENERAL POLICY/PROCEDURES:

College equipment, materials, services and property are provided to employees for accomplishment of their work as employees of SLCC and not for personal use. *Employees do not have a right or expectation to privacy as it relates to information or data contained on or accessed through College equipment or resources.*

Proper management of equipment and moveable property is required by state statute and is essential for efficient, effective and economical operation of SLCC. Good management of College property requires a conscientious and cooperative effort between those who request and use the property, and those who have administrative responsibility for College property. The intent of this policy is to define some of the basic responsibilities, principles, and practices that are essential for good property management.

SLCC will follow the State regulations of tagging all property valued at \$1,000 or more.

Equipment funded through the Louisiana Perkins program is required to be tagged if the cost of equipment is \$1,000 or more.

- A. **Custody and Control of College Property** - No one shall use for his or her own benefit or for any other personal purposes any College property of whatever description; and no one shall be permitted to remove from the buildings or grounds any property belonging to the College, unless approved in writing by the Chancellor or Property Manager. When property is initially received or moved out of a department where it is no longer needed, it should be kept in a secure/locked area until it is moved to its new location.

- B. **Assignment of College Property** - Each employee will be assigned equipment or property in furtherance of their job responsibilities. Each employee is responsible for the security and proper recordkeeping of assigned equipment. Each employee is responsible for ensuring that any transfer of their assigned property is properly documented by the completion of a 'Property Equipment Action Form'.

- C. **Reviews of Property Records** - Annual reviews and corrections of Equipment Inventory Lists as provided by the Property Manager to department heads are required. Explanations with any available documentation are required for missing items.

- D. **Lost or Stolen Property** - Losses of College property must be reported to the Property Manager immediately upon determination of loss. Reports of missing property will be investigated internally and reported to law enforcement officials for investigation and prosecution, if appropriate.

- E. **Excess Property** - Property that is not needed in the department to which it is assigned should be made available to other departments. A complete description of the property and its condition should be circulated to all departments, including those at other SLCC locations. Property that is no longer useful should be surplus after determining that it is not usable in other departments.

- F. **Donated Equipment** – Donated equipment must be tagged if its fair market value is \$1,000 or more. Any donated equipment must be recognized by the completion of the 'Donation of Movable Property' form.

- G. **Request to Remove College Property from College Grounds** - Employees must complete and have on file an approved "SLCC Hand Receipt Form" to remove college property from College grounds. The request should be approved by the appropriate supervisor and the Chancellor or Property Manager. For removal of equipment over extended time periods, the equipment must be returned to the College for a maintenance check at the end of one year and a new request form must be completed for continued removal of the equipment.

H. Use of College Vehicles - All transportation equipment of the College shall be used only on official business and shall be operated only by employees of the College authorized to drive on behalf of College business.

I. Definitions of Misuse

Misuse of College materials, services and other property may represent a minor or major violation of this policy depending upon the circumstances of a particular occurrence. For example, misuse may be only a single, isolated occurrence or it may represent a pattern of such activity.

Employees charged with misappropriation of College equipment, materials, services and/or other property are subject to College disciplinary processes and shall be afforded such rights and protections as provided by law and College policy.

Misuse may also constitute a violation of one or more provisions of the criminal law. Violation of this policy may result in College disciplinary action and/or criminal charges. Depending upon the severity or pervasiveness of the violation, the College reserves the right to take both disciplinary action against an employee and refer the employee for prosecution under the criminal law.

Examples that are deemed to constitute misuse of College equipment, materials, services and other property include, but are not limited to, the following:

1. Personal use or possession of College tools, equipment, and/or supplies.
2. Use of College vehicles for a personal purpose.
3. Falsification or other misuse of College documents such as time sheets, payroll vouchers, annual and sick leave reporting and other official College documents.
4. Personal use of telephone and facsimile services resulting in toll charges to the College. Telephone calls or facsimiles of a personal nature may not be charged to the College other than in emergencies.
5. Use of postal and shipping services for personal purposes.
6. Personal use of duplication and/or printing and related services and supplies.