



ASSOCIATED STUDENTS, INC.

## Administrative Policies

### Policy 205 – Asset Management

1. **PURPOSE:**

This policy provides the requirements and direction for the effective management of property owned by ASI in compliance with the regulations of Cal State LA, the California State University system, and all applicable State and Federal laws. Asset management is the process of receiving, tagging, documenting, and disposing of property. It is critically important to maintain a current inventory and establish asset controls to ensure all equipment locations and dispositions are well known. Lost or stolen equipment may contain sensitive data, therefore, proper asset management procedures and protocols provide documentation that may aid in recovery, replacement, criminal investigations, and insurance claims.

**Commented [PB1]:** Due to the extensive recommended changes, I'm suggesting we just replace the old policy with this new one, rather than trying to review with tracked changes.

2. **REFERENCES:**

Policy 216 – Contract and Procurement Cal State LA Property Management Policies and Protocols:

<http://www.calstatela.edu/property>

California Education Code (link)

<https://www.calstatela.edu/property/tagging-property>

3. **DEFINITIONS:**

3.1. **Asset management:** The process of receiving, tagging, documenting, and disposing of property.

3.2. **Inventory:** ASI's property tracking database

3.3. **Property Tag:** The label bearing numbers and "Associated Students, Inc." will be affixed to each item of ASI property.

4. **POLICY:**

4.1. Acquisition of Property

4.1.1. Purchase – Purchases must adhere to ASI Policy 216 – Contract and Procurement. Purchase acquisitions are made via check or procurement card. Acquisitions of property purchased fully with ASI Funds are deemed ASI property.

4.1.2. Donations – Donations require submittal and approval of the Executive Director and coordination with University Advancement.

4.1.3. Inter-campus Transfer-- When the University donates property or assets to ASI.

4.1.4. Warranty--It is highly encouraged that a warranty is purchased when available for property that is acquired and utilized before any repairs are considered at ASI's expense.

4.2. Asset Values

4.2.1. An individual asset value shall be determined by the cost of an individual item at time of purchase.

4.2.2. Depreciation – The reduction in value of the asset with the passage of time due to wear and tear, or in the case of technology, obsolescence. Depreciation is calculated by using the cost of the item at time of purchase divided by the number of years of useful life, and

4.3. Asset Classifications

4.3.1. **Expendable Equipment:** Property with a value of less than \$1,000 that may include office supplies, paper, merchandise provided as giveaways/prizes, or peripheral office equipment such as keyboards, staplers, etc.

4.3.2. **Non-expendable Equipment:** A single asset with a value of \$1,000 or more with a useful life of one or more years and is not permanently attached to the building such as furniture, desks,

- marketing supplies, etc.
- 4.3.3. **Capital Asset:** A single asset with a value of \$5,000 or more with a useful life of two or more years and is not permanently attached to the building.
- 4.3.4. **Sensitive Equipment:** A single asset with a value of \$250 or more with an estimated life of greater than one year and may be susceptible to theft, could be easily converted to personal use, and may contain sensitive data (such as computers, laptops, tablets, hard drives, etc.)
- 4.4. Asset Tagging and Tracking
- 4.4.1. Assets classified as Non-expendable Equipment, Capital Asset, and Sensitive Equipment shall be tagged and tracked.
- 4.4.2. Upon physical receipt of the asset, an ASI property number or "Property Tag" shall be assigned and placed on the asset.
- 4.4.3. The property tag is linked to the serial number and recorded in the ASI asset tracking database, or inventory, which includes the following data for each item:
- Date of purchase
  - Make, model, and description
  - Serial Number
  - Location
  - Type of asset
  - User
  - Department
  - Purchase information (invoice)
  - Disposition
- 4.4.4. All property maintained in the inventory shall have an assigned user. If the item is used by multiple individuals, the user shall be listed as the corporation, Associated Students, Inc., and shall be authorized for use by the Executive Director. Property issued to an individual employee, shall be recorded in the employee's name as the user and the employee shall be responsible for the care of the asset until it has been returned to the corporation.
- 4.4.5. Prior to disbursement of the asset to an individual user, the individual shall confirm receipt of the device and confirm the property tag is accurate by completing a property issued form, which shall be retained in the employee's personnel file.
- 4.4.6. Assets used by multiple individuals or general use by the student leaders and ASI staff, shall be managed by the ASI staff and tracked through check-out system and through the inventory.
- 4.5. Responsibility for ASI Property
- 4.5.1. In certain cases, ASI property may be issued to an individual for use. Permanent or long-term use of an asset, more than one year, is permitted for full-time employees only. Property may be issued on a temporary basis to student leaders or student employees of one year or less and shall be documented through a check-out/in process.
- 4.5.2. Assets that are for general use or multiple users, shall be managed and maintained by the ASI staff. Individual staff or student leaders using items shall be responsible for the appropriate use of equipment and may be held accountable for misuse or neglect of items that are temporarily in their care or use.
- 4.5.3. ASI property may not be removed from the premises of any area without prior approval in writing from the Executive Director.
- 4.6. Inventory Reconciliation
- 4.6.1. All property that has been tagged and entered into the inventory will be reviewed annually at the end of the fiscal year and reconciled to confirm the disposition, location, and general condition. The completed annual reconciliation shall be signed and saved for audit purposes.
- 4.6.2. Sensitive Equipment used by multiple individuals or general office use shall be reviewed each semester to protect against theft and ensure they are in working condition.
- 4.6.3. Damaged or Missing Property
- 4.6.3.1. Assets that are found to be damaged or in need of repairs shall be immediately reported in writing to the ED and AED and documented in the inventory with a date and description. Once repaired, the inventory shall be updated with comments to the working condition and return to use in ASI. For items damaged beyond repair, see the Asset Transfer or Disposal

policy below.

- 4.6.3.2. If the damage to the property was caused by an individual's careless or reckless act or neglect of the item while in their possession, the circumstances shall be evaluated by the ED who may discipline the employee or student leader and seek recovery of the value of the item or repairs with the help of the University Student Conduct Office.
- 4.6.3.3. Assets that are found to be missing, shall be reported immediately to the ED and AED in writing who shall then conduct an investigation to determine if the item was misplaced/lost or stolen. Stolen items shall be reported to the University Police Department. Assets that cannot be recovered shall be recorded in the inventory and written off as a loss.

#### 4.7. Asset Transfer or Disposal

- 4.7.1. When an asset is no longer useful to ASI or is no longer in working condition, the item may be transferred, through a donation or sale, or disposed of which shall be documented in writing and recorded in the inventory.
- 4.7.2. Transferring assets require a written document with signatures from ASI and the receiving entity to acknowledge the transfer of the asset and a release of liability and future claims regarding the functionality of the asset after receipt by the other entity.
- 4.7.3. When disposing of any asset that contains sensitive data, the item shall be cleaned prior to disposal. ITC support staff shall determine what type of data destruction protocol should be used and shall certify that the item has been cleaned before disposal. For media storing confidential or student personally identifiable information (PII) that is not being repurposed, disks shall be physically destroyed prior to disposal.
- 4.7.4. All removal of property from the ASI offices shall be accompanied with the University Property Disposal Form that includes appropriate signatures releasing and accepting the item.

#### **Policy History**

Approved: 04/19/01

Approved: 05/02/13

Approved: 03/14/19

Revised: TBD