

# ***PROPERTY MANAGEMENT***

**(225) 771-5066 (Ph)    (225) 771-2408 (Fax)**



## **SU Employee Responsibilities for ALL Movable Property:**

1. Comply with all property laws, rules, regulations, policies and procedures concerning identification, management and disposal of inventory property.
2. Assist Property Management to ensure all movable property valued \$1,000 or greater is reported and tagged within 60 days of receipt as required by State Property Law.
3. Email Property Management of need to re-tag any inventory items missing a property tag upon discovery.
4. Dispose of inventory and non-inventory equipment through Property Management by completing the Equipment Action Request Form
5. Surplus idle inventory and non-inventory equipment to Property Management as soon as it becomes idle.
6. Scrap/Dismantle inventory equipment only after written request to Property Management is approved.

7. Report inventory and non-inventory property stolen by forced entry or non-forced entry to University Police (or local law enforcement for equipment off campus) and Property Management immediately.
8. Transfer property to another department must be completed by using the Equipment Inventory Action Request Form.
9. Must comply with Office of Information Technology Services regarding sanitization of security sensitive data before any disposal method of computing devices.
10. Responsibility Form should be completed on all laptops.
11. Custody Receipt should be completed on all equipment taken off campus.
12. **Never sell, loan, transfer, assign, entrust or donate any inventory and non-inventory property to any person or entity, or use property for personal or illegal purposes.**

**\*Please contact Property Management for any problems or concerns**