## University Property
*Equipment- Tangible, movable articles of non-expendable personal property.*

- Normal Useful Life of at least one year. For Instructional Equipment, a normal useful life of at least two years.
- Used to conduct University business
- Not Furniture
- Instructional Equipment unit acquisition cost or value of at least $500.00 (inclusive of sales/use tax and freight).
- Theft and/or Information Sensitive

### Property Accounting Contacts
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### Department Inventory Coordinators
- Designated by the Department Approver
- Maintain current and complete property records
- Track acquisitions, receipt of/and assignment of property within department.
- Notifies Property Accounting with changes of location, transfers to another department, disposals, and off campus use.
- Obligated to safeguard CSU equipment and property and discourage theft, loss and misuse.

### Authorizing Approvers
- Department Heads, Department Chairs, Management Personnel Program (MPP’s) and higher
- Designates Department Inventory Coordinator
- Safeguard and proper care of University/State-Owned Property from loss, theft or misuse
- Ensures maintenance of up-to-date departmental inventory records.

### Property Accounting Forms and Resources
- Forms and additional resources can be found under: [http://afd.calpoly.edu/fiscal services/forms.asp](http://afd.calpoly.edu/fiscal services/forms.asp)
  - **Property Relocation Change Form** - Relocation within same department
  - **Transfer of Property Ownership Form** - Interdepartmental Transfers
  - **Off Campus Use form** - Items Used Off Campus
  - **Request to Survey Property Form** - Disposals
  - **Property Loss Report** - Missing, Lost or Stolen Property
  - Property Control Procedures
  - Definitions of Disposal Options on the Request to Survey equipment form
  - Off-Campus Property Use Control Policy and Procedures