**Property Dashboard - Quick Reference**

**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.

**How Can I start using Property Dashboards?**

Obtain security access for PS Finance Role CFSSL_ZR_DB_PROPERTY

**Who Should be Authorized?**

Limited to personnel designated as the department Inventory Coordinator, and their respective Department Approvers

**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 Contacts**

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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 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