How can I start using the Property Dashboard?

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 (MPPs) and higher
• Designate Department Inventory Coordinator
• Safeguard and assure proper care of University/State-Owned Property from loss, theft, or misuse
• Ensure maintenance of up-to-date Departmental inventory records

Property Accounting Contacts

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(805) 756-2570 (805) 756-5813

Property Accounting
property-accounting@calpoly.edu
https://afd.calpoly.edu/fiscalservices/propertyaccounting.asp

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