

## **ADMINISTRATIVE DIRECTIVE**

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### **3.9 TAKING STATE PROPERTY OFF CAMPUS**

#### **A. Purpose**

The following policy establishes procedures that will enable the tracking of equipment off campus, prevent losses to departments, and reduce missing equipment reported to the State. Through the remainder of this policy, property is referring to LSUMC-Shreveport or State owned property. The campus is defined as the facilities owned or leased by LSUMC.

This policy is not intended to circumvent any State Law or policy nor is it intended to be interpreted to replace any existing contract or purchasing policy or procedures. The established procedures and policies for removing property for repairs remain in effect.

All property (including property not tagged with an LSU inventory number) taken off campus must comply with these procedures. If the individual requesting to take property off campus is not willing to comply with the provisions of this policy, the property cannot be taken off campus. The unauthorized removal of property from LSUMC facilities is considered theft of State property; therefore, it is important that these procedures are followed.

Pagers are exempt from this policy and the current pager policy remains in effect.

#### **B. Individuals Taking Property Off Campus**

Department Heads may authorize individual LSUMC - Shreveport employees to take property off campus for the purpose of conducting LSUMC business. This includes an individual's residence. However, before property is taken off campus, it must be approved by the Property Manager.

Taking property off campus requires a Notice of Change in Movable Equipment (CME) form or a memo signed by the individual and the Department Head authorizing the item's removal. This authority shall not be delegated. The signed CME or Memo shall be sent to the Property Manager for approval. The property can be taken off campus once the Property Manager approves the CME. (Note: It is felt that the Department Head must be aware of any property off campus. The Department Head is fiscally responsible for the property; therefore, must be aware of the status of all property under their control.)

At a minimum, the CME or memo must include:

1. LSU inventory numbers and descriptions of the property (CME can include more than

one item).

2. Name of individual responsible for the equipment.
3. Complete address where the property is to be located.

For an item to be taken off campus the following criteria must be met:

1. The item is to be used by an LSUMC employee. (The property cannot be loaned to another individual or entity.)
2. The item's use at the off-campus location will benefit LSUMC and help forward the LSUMC goals and its mission.
3. The item must remain at the location stated on the Change in Movable Equipment form. However, once approved to be off campus, lap top computers, dictation machines, pocket organizers or other equipment designed to be mobile can be temporarily relocated for its intended use without further notification to the Property Manager.

*Note:* Property to be loaned or otherwise alienated from LSUMC or its authorized users must be done through a Cooperative Endeavor contract, subcontract, or other legal binding agreement which identifies specific property requirements. All other property disposition requests (trade-ins, surplus, scrap, stolen or transfers) must be sent to the Property Manager for State approval.

The individuals holding custodian responsibility of off-campus property must be insured or accept personal responsibility if the property is lost, stolen, or damaged through negligence. All losses must be reported, when known, to the Property Manager.

### **C. Yearly Certification and Inventory of Property**

The State requires a yearly inventory of all LSUMC property and off-campus property is not exempt. The following procedures will be used to inventory authorized off-campus property.

The Property Manager will have an inventory list prepared for each individual having property off campus. The lists are sent to the Department Heads for distribution to the individuals. The cover letter accompanying department's off-campus location lists will contain a specific completion date. The individual will certify, by signing the list, that the property is at the authorized location. The Department Head will also sign signifying that the individual has the department's continued authorization to have the property located off campus. If the Department Head is unwilling to sign the list, the individual must return the property to LSUMC - Shreveport without delay. (Note: Again, it is important that the Department Head be continually aware of the department's property. Some individuals may have the property off campus for over 10 years. The Department Head is not kept aware, it may get away.)

If the property is no longer at the authorized location, the individual will line through and initial the entry and give the current location. The individual remains responsible until the

property's return to a campus location has been verified.

The department will have the signed lists returned to the Property Manager by the completion date. The list becomes a part of the State required annual inventory certification.

#### **D. Required Return of Property**

LSUMC-Shreveport off-campus property still belongs to the state and must be returned prior to an individual's separation from the University or it is no longer being used in an official capacity. It is the responsibility of the Department Head to ensure the return of property prior to an individual's departure. Failure of the individual to return the property is considered theft of State property. This includes property purchased with grant funds not specifically included in a grant transfer. *(Note: The Property Manager is not always made aware of an individual's departure; therefore, this responsibility belongs to the Department Head.)*

The individual is required to produce the property (bring the property back to campus) at the request of the Department Head, Dean, Vice Chancellor for Business and Reimbursement, Hospital Administrator, or Property Manager without reason or justification. The individual does not have to be given any prior notice to produce the property. Failure to produce the property could result in the individual reimbursing LSUMC-Shreveport the cost of the property.

A CME is sent to the Property Manager when the property is returned or moved to another location. A member of the inventory team will validate the property's return. Property records will reflect individual's off campus location until verified that the item has been returned.

#### **E. Property Taken Off Campus through Cooperative Endeavors or Other Contracts.**

Cooperative Endeavors, contracts, subcontracts, or other legal binding agreements are required to loan specific property to another state or political subdivision, public or private corporation, or association. The contract must be signed by all parties and approved by the Division of Administration before any property is taken from LSUMC-Shreveport. The above contracts must meet established criteria and be negotiated through the Office of Legal Affairs. However, the following procedures have been established to ensure compliance with State property laws:

1. The Property Manager will have the property inventoried prior to it being taken from LSUMC.
2. The location of the contract will be assigned a location identification index number.
3. To comply with the State's yearly inventory requirement, the Property Manager will send the contract institution a list of the property for certification by that institution's representative. If the property is located in the local area, the Property Manager may have LSUMC inventory personnel complete an inventory.
4. Lost or missing property will be reimbursed per the contract.

5. Unless the contract is renewed, the property is to be returned to LSUMC-Shreveport per the contract requirements.

## **F. University Police**

The University Police have the right and responsibility to stop anyone taking LSUMC property off campus. University Police officers can, at their discretion, prevent property from being taken off campus until authorization has been determined.

It is also the responsibility of each LSUMC-Shreveport employee and staff member to report any suspected unauthorized removal of LSUMC property from campus. Report suspicion directly to the University Police for investigation.