# 344 University Property

In accordance with CSU Executive Order 649, the University is required to follow State Administrative Guidelines for the protection of State property or to establish a policy more suited to the campus environment. The University has instituted a policy for the receipt and control of University property that requires the tagging (affixing a property accounting decal) and inventorying ~~of non-furniture type fixed assets with a value of $500.00 of more~~ of non-capitalized equipment based on an analysis of cost versus benefit and risk of misuse or misappropriation. At a minimum, non-capitalized equipment that must be tracked, tagged and inventoried are university police firearms, vehicles, and sensitive equipment (equipment that is high risk to theft or loss). Fixed assets are defined as land, buildings, improvements, or equipment. Fixed assets with a value of $5,000.00 or more shall be capitalized, and inventory records shall be maintained for land, buildings, and other improvements that meet the capitalization requirements but are not tagged.

The University shall perform monthly reconciliations of equipment expenditures to additions to the capitalized equipment file.

Furniture shall not be tagged or inventoried based on the following factors: relatively secure campus environment, few historical losses, low to moderate risk property, and the high costs and low benefits that would be generated by the process of inventorying and maintaining records for all campus furniture items.