



Policy Name	Property Management – Person Responsible and Property Custodian Duties and Responsibilities
Policy Number (Org/No.)	11700.006
Administrative Division	Facilities Construction Management
Unit	Property Management
Effective Date	May 18, 2021
Revised Date	N/A
Review Date	N/A

## 1.0 Purpose

This purpose of this policy is to outline the duties and responsibilities of the Department Head (Person Responsible) and Property Custodians as it relates to maintaining property inventories.

## 2.0 Applicability

This policy applies to all University administrators, faculty, staff, and any person deemed legally able to possess and/or use university property.

## 3.0 Definitions

1. **Acquisition:** The process of acquiring property either through requisitions, transfers or donations.
2. **Audit:** The process of physically locating and verifying property and comparing it to inventory records.
3. **Authorization for Direct Delivery or Pick-up Form:** A form that provides information for a direct delivery to the department from the vendor or authorization for an employee to pick-up new property from Central Receiving.
4. **AssetWorks.** The property control management system utilized by all of Mississippi state offices to keep record of inventory; including Person Responsible and Property Custodian.
5. **Department Inventory Representative:** The person appointed by the Person Responsible to assist him/her with keeping detailed records of the department's inventory.
6. **Direct Delivery:** The process for having property delivered directly to the department from vendor.
7. **Disposal:** The process of disposing property that is obsolete, damaged, lost or stolen.
8. **Entry Audit:** The process of the new Person Responsible reviewing, identifying and acknowledging the custody of the department's property.
9. **Equipment Disposal Form:** A form used to list property that is obsolete, damaged, lost or stolen.
10. **Exit Audit:** The process of the Person Responsible reviewing, identifying and locating assets previously assigned to him/her prior to leaving his/her role.
11. **Hand Receipt Form:** A form that identifies property that is removed from the assigned department in order to conduct official University business.
12. **Interdepartmental Property Transfer Form:** A form used to list property that is being transferred from one department to another.
13. **Interdepartmental Transfer:** The process of transferring property from one University department to another.
14. **Inventory Report:** The entry of assets, preparation and submission of information reflecting the status of property.
15. **Lost, Destroyed or Stolen Property Affidavit:** A form that must be completed and notarized within 24 hours of learning property is missing from the department's area.
16. **Person Responsible:** The Department Head is responsible for oversight of the department's inventory.

17. **Pick-up:** The process of picking up property from Central Receiving instead of Central Receiving staff delivering to the department.
18. **Proof of Delivery:** Documents such as signed packing slip or invoice showing proof of delivered property.
19. **Property:** Equipment or property with a value of \$250 or more. (This includes donated property, property bought with grant funds and the items listed in the State of Mississippi Property Manual that must be reported regardless of cost.)
20. **Property Custodian:** The person who has physical care, custody and control of property.
21. **Property Management:** The process of maintaining an adequate inventory control system for property; tagging assets, conducting audits, transferring, disposing and reporting of lost, damaged or destroyed property.
22. **Property Custodian Assignment and Acknowledgement Form:** A form that identifies property that is assigned to an employee for daily work use in order to conduct official University business.
23. **Receiving:** The process of new property being delivered to Central Receiving and entering into Jackson State's custody.
24. **Tagging:** The official recording of property information, assigning identification number and entering property in AssetWorks

#### 4.0 Policy

- A. New property should be delivered to Central Receiving. Banner will be updated with delivery verification and information which initiates the process for vendors to be paid.
- B. A Direct Delivery form must be completed for any property that is to be delivered directly to the department from the vendor. The receiving department must contact Central Receiving and provide Proof of Delivery within three days of delivery. The receiving department must also contact the Property Management department to ensure property is tagged and entered into AssetWorks.
- C. All assets that meet the definition of "property" must be tagged with an E number and entered into AssetWorks under the appropriate department prior to disbursement. If you discover property that has not been tagged, immediately notify the Property Management department. Donated property will be inventoried and managed like any other University purchases. Property purchased and acquired through grant funded programs will be inventoried and managed like any other University purchases unless otherwise stated in the grant award.
- D. The Person Responsible is ultimately responsible for the department's property. However, the Property Custodian (the person listed as the person having actual care, custody and control of property) has primary responsibility and can be held liable for the depreciated or replacement cost of missing property. The Person Responsible must immediately notify the Property Management department of inventory issues.
- E. The Person Responsible or designated department inventory representative must keep detailed records of property, including who has care, custody and control of property and the physical location of property.
- F. A Property Custodian Assignment and Acknowledgement Form must be completed for any property assigned to an individual to perform day-to-day work tasks.
- G. A Hand Receipt must be completed annually for any person utilizing property in a space other than the department in which the inventory is listed.



- H. An Interdepartmental Transfer must be completed anytime tagged property is transferred from one department to another. Property Management will review the request and update AssetWorks as appropriate.
- I. When tagged property has reached the end of its' useful life or is no longer in use, the department must complete a Disposal Request. Property Management will review the request and appropriately dispose of property. Department employees shall not dispose of property outside of this defined process.
- J. The department must complete a Lost, Destroyed or Stolen Property Affidavit within 24 hours of learning property is missing. The department will also contact Jackson State University Department of Public Safety, complete a police report, and obtain a case number for suspected stolen property. The department shall submit the notarized affidavit, case number and a copy of the police report to Property Management. The Property Management department will review the information and determine the appropriate financial recovery and final disposition of property.
- K. Self-audits shall be performed quarterly and forwarded to Property Management for review. Reports shall be due by the 5<sup>th</sup> of the month after the end of each quarter.
- L. Departments will undergo and are expected to fully participate in scheduled and random property audits.
- M. Departments must notify Property Management when there is a change in personnel responsible for property.
- N. New Department Heads (Person Responsible) must complete an Entry Audit. This person will be responsible for ensuring the department keeps detailed records of property, including identifying Property Custodians and physical locations of property. The Person Responsible may assign a department inventory representative to assist with keeping detailed records of the department's inventory.
- O. Any Person Responsible who leaves the employment of the University or assumes another position must complete an Exit Audit. The employee must account for all items listed on the department's inventory. This person can and will be responsible for the depreciated or replacement cost for any missing property.
- P. Any Property Custodians leaving the employment of the University or assumes another position must return all property assigned to him/her. The Person Responsible or designated department inventory representative must retrieve property prior to the Property Custodian leaving the university. If property is unaccounted for, the Person Responsible should immediately notify Property Management prior to the Property Custodian's last day. The Property Custodian can and will be responsible for the depreciated cost or replacement value for any missing property assigned to him/her.
- Q. All property unaccounted for or destroyed shall be documented by processes prescribed by property management as follows:
  - a. Lost property items must be reported immediately to Property Management. A notarized affidavit listing lost items shall be submitted to Property Management. Items will be forwarded to Jackson State University Department of Public Safety to be entered into the NCIC database. The university shall recover the depreciated or replacement value of lost property items from the custodial manager of said property.
  - b. Stolen property items must be reported immediately to Jackson State University Department of Public Safety and Property Management. A notarized affidavit of theft and a police report

shall be forwarded to Property Management. Stolen items shall be entered into the NCIC database.

- c. Property items not returned by an employee separated from the university shall be reported stolen to Jackson State University Department of Public Safety and Property Management. Stolen items shall be entered into the NCIC database. The university shall recover the replacement value of stolen property items from the custodial manager of said property.

## 5.0 Employee Adherence

All University administrators, faculty, staff, and any person deemed legally able to possess and/or use university property are expected to comply with all federal and state laws, the Mississippi Institutions of Higher Learning policy and bylaws, and University policies, including but not limited to this stated policy to help ensure that the University is compliant with the Office of the State Auditor.

### Penalty

*Mississippi Code 1972, Chapter 9, Section 29-9-17 - Liability for failure to make inventory; recovery of value of missing items*(1) If any officer or employee of any state agency shall refuse or fail to make any inventory or supplemental inventory thereto as required herein, or to do so in the manner prescribed by the State Auditor, the State Auditor shall proceed to make, or cause to be made, the inventory or supplemental inventory; and the expense thereof shall be personally borne by said officer or employee, and he shall be responsible on his official bond for the payment of the expense.(2) In the event that an examination conducted pursuant to Section 29-9-13 finds items that are included on an agency's inventory which are missing and otherwise unaccounted for, the State Auditor has the authority to proceed under the provisions of Section 7-7-211 to recover the value of the missing items. The demand shall be made against the head of the agency, the agency's property officer and/or the appropriate officer or employee, if identified.

For those unable to immediately comply with the full amounts owed to the University for Property unaccounted for, monthly payments through payroll deduction are an option. However, the amount owed must be paid in full by/and may not exceed 6 months.



## 6.0 CERTIFICATE OF APPROVAL / SIGNATURE

Policy Name	Property Management – Person Responsible and Property Custodian Duties and Responsibilities	
Policy Number	11700.006	
Administrative Division	Facilities Construction Management	
<u>Approved By:</u>	<u>Signature</u>	<u>Date</u>
President	<i>[Signature]</i>	5/19/21
General Counsel	<i>[Signature]</i>	5/18/21
VP/Provost	<i>[Signature]</i>	5/18/21
Director		

## 7.0 REVIEW AND REVISION HISTORY

CREATED	April 13, 2021
REVIEWED	
REVIEWED	
REVISED	

