

Office/Contact: Property Management Office

Source: SD Codified Laws Ch. 5-24 and 5-24A

Link: https://sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=5-24

https://sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&Statute=5-24A

Associated Forms: Computer Surplus Form; Miscellaneous Surplus Form; Equipment Transfer Form

SOUTH DAKOTA STATE UNIVERSITY
Policy and Procedure Manual

SUBJECT: Property Management

NUMBER: 5:21

1. Purpose

This policy and its procedures set forth the guidelines for equipment and supplies management for employees at the University.

2. Policy

- a. University employees are responsible for following applicable laws and policies regarding property management, including the provisions of SDCL Chapters 5-24 and 5-24A.
- b. The term “property” throughout this policy refers solely to personal property, defined in SDCL 5-24A-1 as property which, due to its nature or physical characteristics, cannot be included with the scope of definition of real property.
- c. Property owned or in the custody of the University shall be used for institutional purposes only. No University employee shall permit such property to be removed from the University campus for use on either a rental or loan basis for non-institutional purposes, or for personal use.
- d. Those items of property with a value of less than \$5,000 shall be the responsibility of the department to control. The disposal of all equipment items, regardless of value, is covered by State law and regulation.
- e. Equipment with a value of \$5,000 or more and with a useful life exceeding one (1) year must be tagged and controlled. Typical items in this classification include those capital assets purchased using a 777XX2 or 777XX7 Account Code.
- f. Equipment created, requisitioned, or purchased on campus that is valued at \$5,000 or the actual cost of the item if the actual cost cannot be ascertained, the estimated fair market value at the time it was created, requisitioned, or purchased. Cost of

conditions set forth by the funding agency.

- iii. Loss or theft of the property must be reported to the funding agency, as set forth in regulation or in the terms and conditions of the purchasing agreement.

equipment has been accounted for. The department is also responsible for returning one (1) copy of the list to the Property Management Office, or successor unit, along with a list of any changes to be made and for maintaining the second copy in the department.

- q. On an annual basis, the Property Management Office, or successor unit, is responsible for providing departments a list of titled equipment charged to their custody. The department is responsible for verifying the list through the dean, director, department head, or designated representative and for analyzing whether the equipment is usable, the equipment is needed, and the equipment is being used. The department is also responsible for returning one (1) copy of the list to the Property Management Office, or successor unit, and for maintaining the second copy in the department.
- r. During the interval between annual listings, the Property Management Office, or successor unit, may conduct spot inventories of various items in departments and offices throughout the University. Items are selected at random, but may include those reported as missing on the latest annual inventory as well as items that are subject to pilferage and high value items. All discrepancies discovered will be reported to the appropriate dean, director or department head.
- s. Each dean, director or department head is responsible for notifying the Property Management Office, or successor unit, of any acquisition, disposal, trade-in or transfer of equipment in their custody per SDCL 5-24-4. Most acquisition information is automatically picked up from the account system; however, there are exceptions, such as gifts, grants, surplus, or transfers for which the department needs to make notification.
- t. Departments are responsible for notifying the Property Management Office, or successor unit, of any changes in the status of all capital equipment, regardless of value, listed on the inventory records of the University. These changes may result from:
 - i. Trade-in: An item to be traded must have prior approval from the dean, department head or designee and must be listed on the purchase requisition, including the appraised value determined by the South Dakota State Property Management Office. The SDSU tag number, description, serial number and trade-in allowance information must also be shown on the final payment voucher. Based on this information, Property Management will remove traded-in equipment from the inventory records.
 - ii. Excess or Surplus Items: Equipment which is unserviceable, obsolete or excess to the needs of a department for any reason must be disposed of as surplus property. The department must first submit the applicable surplus request form to Property Management requesting the item be declared surplus. The form must also include the inventory number, a brief description, the current condition of the item, and the current location.
 - iii. Direct Sale to Other State Agencies and University Departments: Departments must contact Property Management before the sale to obtain permission, as state laws and regulations prohibit certain types of sales. When permission is obtained, Property Management is responsible for working with the department to assure that the item has been sold according to state law and regulations. The department must prepare a memo to Property Management including the

inventory number, a brief description, and other relevant details before the sale.

- iv. Theft or Loss of Equipment: Whenever the theft or loss of equipment is discovered the department must immediately report the loss to the University Police, including all pertinent information related to the equipment. Notification must also

- c. Departments can declare items surplus by submitting the appropriate surplus form to Property Management. The *Computer Surplus Form* must be used for computer and