

UNIVERSITY OF LOUISIANA AT MONROE
PROPERTY CONTROL POLICY AND PROCEDURES
JULY 2005

This policy is written in compliance with Louisiana State Property Inventory Regulations, Louisiana Administrative Code - Title 34, (Government Contracts Procurement and Property Control), Part VII (Property Control) - Statutory Basis: LRS 39:321-332.

The University of Louisiana's primary goal in designing the current property system and in structuring the Property Control Policy is to achieve acceptable control and accountability of moveable assets and to minimize the effort required by ULM employees.

ULM's policy establishes the position of the Property Control Manager as the University's "property manager" and assigns actual responsibility for property to the department head who has physical custody. Under this policy, responsibilities for various University offices are assigned as follows:

SECTION 1 - RESPONSIBILITIES

PROPERTY CONTROL MANAGER

- 1. Insure that all records, reports, correspondence, and other information required by the Louisiana State Property Inventory Regulations and the Louisiana State Property Assistance (LPAA) office are provided in satisfactory form and on a timely basis.**
- 2. Maintain for three years the following files:**
 - A. Copies of all transmittals submitted to LPAA for which no record of acceptance has yet been received.**
 - B. Annual printout of inventory used for certification.**
 - C. Letters of certification of moveable property inventory and subsequent letters of acceptance or rejection.**
 - D. Sequentially dated copies of all property acquisition/change transaction listings received from LPAA.**
 - E. Sequential copies of Transfer Requests submitted to LPAA and responses received.**
- 3. Provide the Controller appropriate support for making the necessary accounting entries for all transactions affecting the University's book value of property, with the exception of equipment purchases and donations. This will include birth of livestock, transfers from other state agencies and/or state surplus, items manufactured by the University that are inventoried and property dispositions. Information on donations will be provided to the Controller by the Office of External Affairs.**
- 4. Tag all moveable property with an individual acquisition cost of \$1000 or more, whether donated, manufactured, acquired by University purchase (regardless of source of funds), or received from other state or federal agencies within 60 days of acquisition with a uniform State of Louisiana pre-numbered identification tag, record information and enter appropriate information into the University inventory file.**
- 5. Maintain the computerized Property Control System via on-line update.**
- 6. Maintain a PC based file of pending purchase orders coded to equipment expense codes based on information supplied the ULM purchasing department.**
- 7. Submit and process transfer requests for property transfers and dispositions as indicated in LPAA regulations.**
- 8. Adjust annually the value of livestock subject to inventory based on information provided by the ULM Farm Manager.**
- 9. Maintain an adequate supply of state property tags and the support records disclosing their use by the University.**
- 10. Establish, maintain, and coordinate the use of code indexes for building locations of property and for tag locations.**
- 11. Maintain current copies of Louisiana Property Assistance Agency forms, classification codes, policy manuals, and other pertinent information.**

12. **Distribute new Property Control policies or procedures to all departments and conduct training sessions as needed.**
13. **Notify the appropriate University office and LPAA when there is reasonable evidence that state property has been lost, stolen, damaged, or destroyed through vandalism, fire, windstorm, or other acts of God.**
14. **Initiate routine and/or special audits. Report results to the appropriate University personnel.**
15. **Provide requested inventory information to departmental personnel.**
16. **Assist University departments in the acquisition of needed surplus property from within the University or from state or federal surplus sources.**
17. **Take all actions needed to conduct an annual certification of inventory and submit the results to LPAA by the date established by LPAA.**
18. **Initiate administrative action or decisions when changes or special situations require it.**

DEPARTMENT HEADS

1. **Safeguard and account for the location of all property (tagged or untagged) assigned to their Department, regardless of the source of acquisition funds, in compliance with the procedures contained in this policy until officially released from this responsibility by the Property Control Manager.**
2. **Ensure that all departmental personnel are informed of Property Control policies and procedures and that the policies and procedures are followed within the Department.**
3. **Verify that all state property being used by any individual leaving the University's employment is accounted for prior to signing the Employment Separation form. The department head may request a listing of all items in any particular location by calling Property Control.**
4. **Report the acquisition of any item not delivered by Physical Plant personnel from the ULM Central Receiving Warehouse. This includes property acquired via birth, donation, agency manufacture, loan, interdepartmental transfer and anticipated transfer from another state agency.**
5. **Report lost, stolen, damaged or destroyed property to the PC Manager. Reports of stolen property shall be accompanied by a police report.**
6. **Submit to the Property Control Manager written record changes for:**
 - A. **Location changes within the department;**
 - B. **Information on equipment replaced or exchanged under manufacturer's warranty or service contract;**
 - C. **Appropriate paperwork on the sale of animals;**
 - D. **Authorization for off-campus use of any state property by departmental personnel;**
 - E. **Correction of any incorrect data field.**

7. **Submit to the Property Control Manager written requests for disposition of property which is obsolete, inoperative and not economically repairable or not needed. At no time shall a University employee or student destroy or dispose of a property item. All dispositions are handled by Property Control.**
8. **Physically inventory all property items in the department, at least annually, at a time determined by the Property Manager, including**
 - A. **accounting for all items in use and providing current location information;**
 - B. **explaining in writing the absence of any other item(s) on the department's inventory;**
 - C. **submitting the certification information to the Property Manager by the date requested.**

CONTROLLER

1. **The Controller's office is provided Receiving Reports from requisitioning departments as moveable property is received. After the Receiving Report is processed for payment, the Controller's office will forward the green copy and invoice for items with an individual cost of \$1000 or more to Property Control.**
2. **The Controller's Office will make the necessary accounting entries to record dollar changes other than purchases, as errors are detected and as appropriate documentation or support is submitted by the Director of Property Control.**
3. **The Controller's Office will monitor interdepartmental purchases for moveable property acquisitions and will forward the payment documentation necessary for tagging and entering such acquisitions to the Property Control Manager.**
4. **At least semi-annually and specifically at June 30, the Controller will reconcile the Moveable Property account balance to the inventory listing.**

ULM FOUNDATION, ULM ALUMNI ASSOCIATION, INDIAN ATHLETIC FOUNDATION, ULM FACILITIES CORPORATION and all other affiliated associations

1. **All gifts from private sources intended for the use and benefit of the University of Louisiana at Monroe will be administered by the Office of University Advancement and External Affairs according to the express wishes as specified by the donor.**
2. **All donations of moveable property, regardless of value, must be officially acknowledged by an Act of Donation form completed by the Vice President for University Advancement and External Affairs on behalf of the affiliated association.**
3. **All moveable property with a value of \$1000 or more located on campus must be fully disclosed in property records for University and state audit purposes whether donated as property or purchased with cash contributions. The Office of University Advancement and External Affairs shall forward a monthly report of all payments from affiliated association accounts for moveable property to Property Control. In all cases, the department head using a donated item has the ultimate responsibility for accurate treatment and physical control of such property.**

ALL ULM EMPLOYEES

Each University employee has the responsibility to protect and use the University properties for University purposes only. The University's resources are not to be used for the benefit of individuals, private organizations, or firms, and other enterprises which are not sponsored by the University. They may not be used for the private or personnel benefit of any employee. They may not be loaned or transferred to any other entity, including schools and local governmental agencies, without the written approval of the Commissioner of the Division of Administration.

Each person to whom property is entrusted shall be liable for the payment of damages whenever his wrongful or negligent act or omission causes any loss, theft, disappearance, damage to, or destruction of property of his agency for which he is responsible as provided in R. S. 39.330 and such damages shall be recoverable in a civil suit therefore prosecuted on behalf of the state by the attorney general.

SECTION 2 – PROPERTY MANAGER DESIGNATION

The State of Louisiana requires that each state agency designate one of its officers or employees as agency property manager. This authorization shall be in writing and granted only upon the request of the University president. The University president shall notify the Commissioner of Administration, through the LPAA director of the appointment of the property manager, giving his/her name and domicile. The agency property manager's signature shall be placed on this letter.

The University president shall notify LPAA in writing prior to the date any agency property manager ceases to function in that position. LPAA shall conduct an examination of the property inventory records under the jurisdiction of the University property manager. On the basis of the report of this examination and the next accepted certification of moveable property inventory by the agency, LPAA shall approve the release of the ULM property manager from responsibility and liability or shall make a written report of any defects in the records or damage to or shortages of property. In cases of damage to or shortages of property, the Commissioner of Administration shall take steps as necessary to satisfy the claims of the state, as provided by R.S. 39:330.

SECTION 3 - DEFINITION OF MOVEABLE PROPERTY

- 1. All items of moveable property having an “original” acquisition cost, when first purchased by the state of Louisiana, of \$1000 or more, and all gifts and other property having a fair market value of \$1000 or more, and all weapons, regardless of cost, with the exception of items specifically excluded by the state, must be placed on the statewide inventory system. The term “moveable” distinguishes this type of equipment from equipment attached as a permanent part of a building or structure. The term “property” distinguishes this type of equipment from “supplies” with supplies being consumable through normal use in no more than one year’s time. All acquisitions of qualified items must be tagged with a uniform State of Louisiana identification tag approved by the Commissioner of Administration and all pertinent inventory information must be forwarded to the Louisiana Property Assistance Agency Director or his designee within 60 days after receipt of these items.**
- 2. Gifts of moveable property must be given a fair market value as agreed upon between the donor and head of the receiving agency and recorded in the inventory if the fair market value is \$1000 or more.**
- 3. All University manufactured property for use within the University must be valued based on the cost of labor and materials and any item with an estimated cost of \$1000 or more shall be included in the inventory.**
- 4. All items received from federal surplus which would ordinarily be classified as moveable property and which have an acquisition cost of \$1000 or more must be placed on inventory. The acquisition date will be the date of acquisition by the University and the acquisition cost will be the actual cost incurred by the University.**
- 5. Livestock acquired for breeding, dairy, and experimental purposes are classified as property and, with the exception of fowl and rodents, and any other similar type small mammals, must be recorded in the inventory regardless of the value per animal. Animals acquired for slaughter need not be placed on inventory. When an agency acquires livestock by birth and determination is made that such animals will be used for breeding, dairy, or experimental purposes, the animals shall be included in the inventory and noted as having been acquired by birth and given an appraised fair market value. At each annual inventory, the value of livestock acquired by birth and used for breeding, dairy or experimental purposes will be reappraised at the direction of the Property Control Manager and the acquisition cost will be adjusted on the inventory in accord with current fair market value. When an agency acquires livestock by birth and determination is made that such animals will be slaughtered for food, the animals shall not be included in the inventory.**
- 6. Computer software with an acquisition cost of \$10,000 or more may be tagged and added to the inventory.**

SECTION 4 - PROCEDURES FOR RECORDING NEW PROPERTY

Purchases

This procedure applies to all items purchased by the University, regardless of the source of funds. The receiving department head signs and dates the receiving report indicating that the items ordered have been received. The department head sends the gold and green copies of the report to the Controller's Office for payment. The Controller's Office retains the gold copy for support of payment. The green copy for any purchase in the 7000 series of sub-codes (denotes capital outlay) will be forwarded by the Controller to Property Control. State tags will be affixed to all items with an acquisition cost of \$1000 or more. Property Control will enter the new items into the Property Control System.

Most software expenditures at ULM will not be capitalized as they are considered to be operating expenses (maintenance). However, expenditures of \$10,000 or more may be capitalized.

Items purchased from affiliated association accounts which have an individual acquisition cost of \$1000 or more will be reported to Property Control by the Office of University Advancement and External Affairs on a monthly report showing all purchases from affiliated association accounts for capital outlay items.

Interagency Transfers

The head of any University department negotiating for transfer of moveable property to another state agency will inform the Property Control Manager by memo of such negotiations. Equipment may not be physically moved from the ULM campus until a Request for Disposition has been submitted to Property Control. Property Control will submit a Transfer Request to LPAA requesting approval of the interagency transfer. When the approved (or disapproved) Transfer is received, Property Control will notify the requesting department and will forward a copy of the Transfer to the department head. If the Transfer is approved, the item may be physically transferred to the other state agency. If the Transfer is not approved, the item must be retained by ULM.

The head of any University department who receives moveable property from another state agency will inform Property Control by submitting an Addition to Inventory form. LPAA will send the approved Transfer which was submitted by the transferring agency to Property Control to be signed. Property Control will tag the item with a ULM property tag if the original acquisition cost was more than \$1000.

Federal Surplus Acquisitions

Should the University of Louisiana at Monroe qualify to receive federal surplus property, the recording procedure will be the same as for any other moveable property purchase. In addition to state requirements, however, federal regulations regarding the accountability of federal surplus property must be met. A department head must consult with the Property Control Manager concerning the requirements and how they will be met before ordering such property. Federal authorities conduct their annual audits of federal surplus items for years after they are transferred to other agencies.

Acquisitions by Birth

Livestock acquired for breeding, dairy, and experimental purposes are classified as property and, with the exception of fowl, and rodents, and other similar type small mammals, must be recorded in the inventory regardless of the value per animal. When an agency acquires livestock by birth and determination is made that such animals will be used for breeding, dairy, or experimental purposes, the animals shall be included in the inventory and noted as having been acquired by birth and given an appraised fair market value. At each annual inventory, the value of livestock acquired by birth and used for breeding, dairy, or experimental purposes will be reappraised under the direction of the Property Control Manager and the acquisition cost will be adjusted on the inventory in accord with current fair market value. When an agency acquires livestock by birth and determination is made that such animals will be slaughtered for food, the animals shall not be included in the inventory. Acquisitions by birth shall be reported by the Farm Manager to Property Control on an Addition to Inventory form.

Donated Property

Gifts of moveable property must be given a fair market value as agreed upon between the donor and the head of the University department receiving the property, regardless of source and including those donated through affiliated associations. An Act of Donation form, completed by the Vice President for University Advancement and External Affairs' office, shall be forwarded to Property Control as notification of the acknowledgment of donated property. The receiving department shall notify Property Control of the receipt and location of donated property. All donated items must be used for one year after they are tagged before they can be declared surplus.

University-Manufactured Property

Inventory information will be submitted to the Property Control Manager by the supervisor in charge of property constructed by Construction and Operations. These items will be valued at the cost of labor and materials used. They will be tagged and entered in the inventory system if the estimated cost of \$1000 or more. The recipient department head is responsible for providing information on the location of manufactured property to the Property Control Manager on an Addition to Inventory form.

Borrowed Property

Property which is temporarily on loan to and in possession of the University from some source outside state government will be added to the University inventory system. When loaned property is returned to the lender, it will be removed by Transfer action. Both the acquisition and removal of loaned property will be the responsibility of the department head who has custody of such property. An Addition to Inventory form will be used for the acquisition record and a Request for Disposition of Property will be used for requesting the removal.

Acquisitions from State Surplus

State property turned in to LPAA in Baton Rouge is available for transfer to other state agencies. A small transfer fee is charged by LPAA. Departments interested in state surplus items should notify the Property Control Manager for assistance in acquiring state surplus. LPAA will not officially hold or transfer items to the University without written authorization by the Property Control Manager. Items with an original acquisition cost \$1000 or over must be tagged and added to the ULM inventory.

Individual state employees may acquire state surplus items for personal use only through the monthly auctions held by LPAA on the second Saturday of each month in Baton Rouge.

SECTION 5 - PROCEDURES FOR OTHER TRANSACTIONS

Interdepartmental Transfers

Interdepartmental Transfers from one ULM department to another will be requested on Form PC2, “Request for Interdepartmental Transfer of Property”, by the releasing department head. If assistance from Building Maintenance is needed, the form should be submitted at least five working days in advance of the requested transfer date. The recipient department head will sign when the physical move is completed.

If an item is permanently removed from a department by ULM Technical Services or the ULM Computing Center, an Interdepartmental Transfer form should be submitted by the department on whose inventory the item is listed.

Moving Property Within a Department

The moving of property from one location to another within a department must be recorded in the inventory system, unless the relocation is for a period less than 14 days. Form PC3, “Request to Move Within Department”, is used to document relocation of property by departmental personnel or to request physical assistance with the move. This form should be signed after the move is completed.

Disposition of Property

“No property of any agency shall be sold to any person or legal entity or otherwise alienated, or be transferred, assigned or entrusted to any other agency or to any officer or employee of any other agency without the written permission of the Commissioner of Administration through an approved state property transfer request.

The transfer request is the request from an agency Property Manager and is not, in any case, to be considered an approval for any action until a copy is received by the agency Property Manager with Section II - Division of Administration Use Only, completed and signed as approved.

The State Property Transfer request must be approved by the LPAA Director or his designee prior to any transfer or disposition of state owned property. In no case shall property be destroyed prior to this approval.

The preceding is an excerpt from the State Property Control Regulations (Title 34, Chapter 5, State Property Disposition Regulations). ULM policy will require strict compliance by all departments. A department head will request disposition or removal of property from the department’s record by submitting form PC4, “Request for Disposition of Property”, to the Property Control Manager. A transfer request will be prepared and submitted to LPAA. On receipt of the approved transfer, the Property Control Manager will dispose of the item in accordance to instruction from LPAA. If the transfer request is disapproved, the Property Control Manager will further advise the department head.

While books and uniforms and athletic equipment are not moveable equipment and are not required to be tagged, ULM requires adequate documentation of their disposal. Departments wishing to dispose of books, manuals, athletic uniforms, athletic equipment, spirit group uniforms, etc., shall complete the form PC7, "Request for Disposition of Untagged State Property" and send it to Property Control. Property Control will submit a transfer request to LPAA. Upon receipt of approval from LPAA, the requesting department will be notified by Property Control. All dispositions shall be made by Property Control.

Departments may not donate, sell, trade-in, or loan any state property, tagged or untagged, without the written approval of the Division of Administration. Contact with the Division of Administration will be made through the ULM Property Control Office.

All Property Control forms can be found on the ULM website.

Equipment Exchange

When a defective item is replaced by a vendor under manufacturer's warranty or under a maintenance contract, the department head should submit form PC5, "Equipment Exchange Report". At the time the defective equipment is replaced, the property tag should be removed from the item and attached to the Equipment Exchange form. It is not permissible to remove an existing property tag from the original item and place it on the replacement equipment. When the exchange form is received by Property Control, the new item will be tagged and entered into the inventory file.

Off Campus Use of State Property

All state property used off-campus shall be reported on Form PC8, "Authorization for Off Campus Use of State Property by University Personnel". Authorization must be given in writing by the department head. The University employee must sign to verify that the property will be used for state business only. Each Off-Campus Authorization should be renewed at the time of the annual certification of inventory. When state property is returned to campus, it shall be reported on Form PC3, "Move Within Department". Items being used off campus are subject to the same audit conditions as items on campus. Auditors may verify the location and proper use of items at private homes and other sites.

Trade-In Procedures

State Property may be traded in on new equipment under specific conditions.

1. The equipment must be traded in on the purchase of a like item (copier for copier).
2. The bid specifications must clearly state that a trade-in is requested. Specific information on the item to be traded in must be given.
3. The bid document must list the dollar value of the trade-in allowance. The bid must be on company letterhead and must be signed.
4. The requesting department head should submit a "Request for Disposition" (Form PC4) to Property Control, along with copies of the bid specifications and copies of all bids which give a trade-in allowance.

- 5. Property Control will submit a Transfer Request (request for trade-in) to LPAA. No purchase order may be issued until an approval is received. Property Control will send Purchasing and the requesting department head copies of the approval. If the request for trade-in is denied by LPAA, Purchasing and requesting department head will be notified by LPAA.**

- 6. Upon receipt of an approved transfer, the purchase order will be issued. The state property tag must be removed from the item to be traded in and sent to Property Control. The individual who receives the trade-in should sign the department's copy of the approved transfer verifying that they have taken possession of the item.**

SECTION 6 - USE OF UNIVERSITY PROPERTY

University property (tagged and untagged) is not to be used for the private or personal benefit of any employee. Property may not be loaned or transferred to any other entity, including organizations, schools and local governmental agencies, without the written approval of the Commissioner of the Division of Administration. Requests to the Commissioner of the Division of Administration will be made by the University Property Control Manager.

SECTION 7 - ANIMAL PROCEDURES

Acquisitions

- 1. Donation - Animals acquired through donation should be reported on form PC1, "Addition to Inventory". An Act of Donation form, completed by the Office of External Affairs should be attached to the form. Acquisitions should be reported within five work days of receipt.**
- 2. Purchases - Animals purchased from any funds are to be reported with five work days on PC1, "Addition to Inventory". Competitive bids are not required when livestock is purchased at public auction sale. Copies of purchase documents must be attached to the Addition form.**
- 3. Birth - State agencies have one year after the birth of a calf or small animal to decide if it is to be kept. As soon as a decision is made to keep an animal, the "Addition to Inventory" form should be submitted. However, it must be done no later than one year after birth. Foals must be reported and tagged within two weeks of birth.**

Newly acquired animals are not covered by state insurance until they are added to the University inventory.

Dispositions

- 1. Death - When an animal dies, form PC4, "Request for Disposition", should be submitted to Property Control within five work days of the animal's death. The state requires a Veterinarian's certificate of death and a photograph of the dead animal. These should be sent to Property Control as soon as they are available. Property Control will submit a transfer request, with the death certificate and photographs to LPAA requesting that the animal be removed from the ULM inventory. The death of small animals such as sheep and goats do not require a veterinarian's certificate of death for submission with the "Request for Disposition". A signed witness statement from a person other than the farm manager is sufficient.**
- 2. Sale - If an animal is sold, it must be sold at public auction. All sale papers, advertisements, etc., which document the fact that the animal was sold at public auction should accompany the "Request for Disposition" sent to Property Control within five work days after the sale of the animal. A copy of the check should be sent as soon as it is received.**

Change in Location

If an animal is moved to another facility for more than a day or two, a "Move Within Department" form showing the change in location should be submitted to Property Control. Another "Move Within Department" form should be submitted when the animal is moved back to the farm.

Appraisal

The current value of an animal is to be submitted at the time the annual certification of inventory is completed. The appraisal should be done by qualified personnel. The name and address of the person completing the appraisal shall be submitted with the annual certification of inventory.

SECTION 8 - SPACE REALLOCATION

If a department plans to move to a location not already assigned to them, a “Space Reallocation” form must be completed and sent to Property Control before any physical moves are made. This ensures that the appropriate administrative approvals have been made to release and/or to assign space.

The Property Control Manager sends copies of the “Space Reallocation” form to

- 1. Physical Plant**
- 2. University Police**
- 3. University Post Office**
- 4. Human Resources**
- 5. Institutional Planning and Analysis**

**UNIVERSITY OF LOUISIANA AT MONROE
AUTHORIZATION FOR SPACE REALLOCATION**

DIVISION _____

DEPARTMENT _____ **is authorized to**

RELOCATE FROM: _____

TO OCCUPY SPACE IN BUILDING: _____

ROOM(S) _____

EFFECTIVE DATE _____

FACULTY/STAFF ASSIGNED TO NEW SPACE:

_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ SIGNATURE OF DEPARTMENT HEAD(S)	_____ DATE
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_____ SIGNATURE OF DEAN(S)	_____ DATE
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_____ SIGNATURE OF DIVISION HEAD (REQUIRED FOR INTERCOLLEGIATE CHANGES)	_____ DATE
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_____ CABINET AUTHORIZATION (REQUIRED FOR INTER-DIVISION CHANGES)	_____ DATE
-----------------------------------------------------------------------------	----------------------

THIS FORM ADDRESSES SPACE REALLOCATION ONLY. IF MOVEABLE PROPERTY IS TO BE RELOCATED, PLEASE SUBMIT APPROPRIATE FORM TO PROPERTY CONTROL.

NOTE: WHEN FORM IS COMPLETED, SEND TO PROPERTY CONTROL OFFICE.

SECTION 9 - INVENTORY RECORD FORMAT

All departments have on-line look-up capability, using INVU in the CICSPLUS operating system and either the state tag number or the purchase order number to access the individual property record.

Some of the data fields are explained and referenced to tabled data as follows:

1. **DATE ADDED:** The date the tag number was entered into the ULM computer. This information cannot be changed. If there is no date in this field, the item was already on file in 1986 when the new system was created.
2. **TAG NUMBER:** A six digit number which corresponds to the State of LA property tag for that item. Each ULM tag will have an agency prefix of 616 followed by a six digit item number. Any other prefix indicates the item belongs to another state agency.
3. **PURCHASE ORDER NUMBER:** A seven digit number which indicates the purchase order on which the item was acquired. If there is no real purchase order, the department code is used as a "dummy" PO number. PO numbers for items already on the inventory system in 1986 were assigned sequentially, beginning with 0000001.
4. **DEPARTMENT CODE:** A six digit number used to identify inventory departments. In most cases, it is the same as the unit's accounting code. This number identifies the department which has custody of the item, regardless of funding source.
5. **BUILDING CODE:** A four digit code used to identify the building in which the item is located.
6. **ROOM:** A five digit code used to identify the specific room or area in which the item is located. Rooms or areas located on a ground level or first floor begin with 1 because this field is used to sort inventory for reporting flood insurance information.
7. **DS DATE:** A date field used to record the date of disposal on inventory items approved for disposition by LPAA.
8. **DESCRIPTION:** A description which uniquely identifies that particular item, containing twenty-six digits, usually including make/brand and physical description. For ULM use only, it is not transmitted to LPAA.
9. **CLASSIFICATION CODE:** A nine-digit numeric code which corresponds to a chart of state descriptions. This is the description sent to LPAA.
10. **ACQUISITION CODE:** A one digit code which indicates how the item was acquired (new, donated, transfer, etc.).
11. **PAYMENT SOURCE:** Indicates the source of funds (state, other, none, etc.).
12. **ACQUISITION COST:** The amount paid for an item or the established value of a donated item.
13. **DISPOSITION CODE:** A two digit code which indicates the status of an item (active, surplus, scrap, etc.)

- 14. TAG LOCATION:** A one digit numeric code which indicates the location of the property tag on the item.
- 15. ACQUISITION DATE:** The original date of acquisition by the University.
- 16. TRANSFER NUMBER:** Used to record the disposition of an item after the Transfer Request has been approved by LPAA.
- 17. DEACTIVATION DATE:** The date of approval for disposition by LPAA.
- 18. PRIOR DEPARTMENTS:** Shows department(s) which previously had custody of the item and the date on which it was transferred on the computer.
- 19. The next ten fields are for vehicle records only:**
- | | | |
|--------------------------|------------------------------|------------------------|
| A. Parish Code | B. Vehicle Serial No. | C. Make |
| D. Model | E. Model Year | F. Vehicle Type |
| G. Odometer Hours | H. Fleet Agency No. | I. Vehicle Flag |
| J. License Number | K. Transfer Number | L. Remarks |
| | | M. Agency Use |
- 20. TRANSFER:** Required for all items transferred to ULM from other state agencies.
- 21. REMARKS:** Used for notations. For items authorized for off-campus use, the physical address is listed here.

SECTION 10 - ULM BUILDING CODE LIST

(Location Index)

ACAD	POLICE ACADEMY -W MONROE
ACTC	ACTIVITY CENTER
ADMN	ADMINISTRATION BLDG
AGRN	ATHLETIC GROUNDS
AIRW	AIRWAY SCIENCE CENTER
ALBO	ATHLETIC BOOSTER HOUSE
ALUM	ALUMNI CENTER
AUTO	AUTO SHOP
BAND	BAND BUILDING
BASE	BASEBALL STADIUM
BAUD	BROWN AUDITORIUM
BE	BREARD RESIDENCE HALL
BIED	BIEDENHARN HALL
BOSS	BOSSIER LOCATION – ARBOR 4770 BRANDON RD. CONT ED
BRAN	BROWN ANNEX
BRST	BROWN STADIUM
BRWN	BROWN HALL
BRY	BRY HALL
CALD	CALDWELL HALL
CAMP	CAMPUS
CNSB	CHEMISTRY & NATURAL SCIENCES
COLM	FANT-EWING COLISEUM
CONF	CONFERENCE CENTER – LIBRARY 7 TH FLOOR
CONS	CONSTRUCTION BLDG
CP	COSPER RESIDENCE HALL
CUST	CUSTODIAL SERVICES BLDG
DELH	DELHI LOCATION –FAMILY MATTERS
FAIR	FAIRBANKS RADIO TOWER
FILH	FILHIOL HALL
GARR	GARRETT HALL
GRND	GROUNDS BUILDING
GRNH	GREENHOUSE COMPLEX – BON AIRE
GRNT	GERONTOLOGY 4503 BON AIRE
GYM	BROWN GYM
HANN	HANNA HALL
HERD	HEARD TENNIS STADIUM
HOME	OFF CAMPUS LOCATIONS
HR	HARRIS HALL
HU	HUDSON RESIDENCE HALL
JSFM	JOHNSON FARM
JCSP	JOHNSON FARM COTTON SHOP
LE	LEMERT RESIDENCE HALL
LIBR	LIBRARY
LOFF	LAYTON FARM OFFICE
LSHP	LAYTON FARM SHOP
LTFM	LAYTON FARM
MAST	MALONE FOOTBALL STADIUM
MCNO	MEDICAL CENTER NEW ORLEANS
MD	MADISON RESIDENCE HALL
MFTC	MARR & FAMILY THERAPY CLINIC
MFTH	MARR & FAMILY THERAPY HOUSE
MTNC	MAINTENANCE SHOP
MO	MONROE RESIDENCE HALL
MU	MASUR RESIDENCE HALL

NAT OXFORD NATATORIUM
NSCH NURSERY SCHOOL 905 FILHIOL
NURS NURSING BUILDING
OL OLIN RESIDENCE HALL
OU OUACHITA RESIDENCE HALL
PARK ULM/CITY BALLPARK BON AIRE
PCON PROPERTY CONTROL WAREHOUSE
PHTO PHOTO SERVICES
PHYS PHYSICAL PLANT BUILDING
PLOT PARKING LOTS
PVPT POVERTY POINT COMM PARK
RVWD RIVERWOOD WEST MONROE
SAND SANDEL HALL
SCHZ SCHULZE DINING HALL
SHED MNTC EQUIPMENT SHED
SHOP AG MECHANIZATION SHOP 1378 US 80
SHRV SHREVEPORT LOCATIONS
SL SLATER RESIDENCE HALL
SHIP SHIPP EQUINE PAVILION-LAYTON FARM
SPYK SPYKER THEATRE
SR SHERROUSE RESIDENCE HALL
STBS STUBBS HALL
STHC STUDENT HEALTH CENTER (INFIRMARY)
STRS STRAUSS HALL
SUB STUDENT UNION BUILDING
SUGR SUGAR HALL
SUMM SUMMERLIN NURSNG HOME - BASTROP
UHSE UNIVERSITY HOUSE
UPOL UNIV POLICE/ POST OFFICE BLD
WIGW WIGWAM FOOD COURT
WMSB WOMEN'S SOFTBALL FIELD
101U 101 UNIVERSITY AVENUE
110R 110 REGENCY PL WEST MONROE – CONT ED
1401 1401 ROYAL AVENUE - PHARMACY MEDICARE
1500 1500 NORTH 19TH ST – CONT ED
1650 1650 DESIARD – OPHU
1805 1805 JACKSON ST-HILL DENTAL CLINIC
1811 1811 AUBURN - FAULK & FOSTER- CONT ED
2201 2201 OLD STERLINGTON RD-POLY PROC – CONT ED
2911 2911 DESIARD – BOUNTIFUL FDS – CONT ED
3030 3030 AURORA-LUV N CARE – CONT ED
305F 305 FILHIOL – ED TESTING
3421 3421 MEDICAL PARK, NORTH MONROE HOSP –CONT ED
3601 3601 DESIARD - ENROLLMENT MGT
3702 3702 CYPRESS WM – ARBOUR – CONT ED
3907 3907 BON AIRE - AGRICULTURE
4001 4001 BON AIRE - UPD ANNEX
407U 407 UNIVERSITY AVENUE (PHARMACY/FAMILY & CONS SCIENCES)
4404 4404 BON AIRE - MONK PROPERTY
4408 4408 BON AIRE- RIZZO PROPERTY
4502 4502 BON AIRE -RSVP /SCSP
4507 4507 BON AIRE –
4607 4607 BON AIRE - WELCH PROPERTY
600C 600 COLE - JTPA
605M 605 MCGUIRE - UPD ANNEX
606M 606 MCGUIRE - THEATRE STORAGE
610S 610 SOUTH 6TH - FAMILY CONNECTIONS
850K 850 KANSAS LANE - ALLIED BLDG STORES – CONT ED

SECTION 11 - ULM INVENTORY CODES

ULM PROPERTY TAG LOCATIONS

0	UNDER COVER	3	BACK	6	DOOR POST
1	TOP	4	LEFT SIDE	7	DESK PANEL
2	BOTTOM	5	RIGHT SIDE	8	LEG
				9	FRONT

ACQUISITION CODES

0	BY PURCHASE	4	BY DONATION
1	BY TRANSFER FROM OTHER AGENCY	5	AGENCY MANUFACTURE
2	BY BIRTH	6	BY LOAN
3	FROM FEDERAL SURPLUS	7	FROM STATE SURPLUS

STATUS CODES

00	ACTIVE	24	SCRAP
20	APPROVED FOR SURPLUS	25	UNLOCATED
21	INTERAGENCY TRANSFER	26	INVENTORY ADJUSTMENT
22	SALE AS IS WHERE IS	27	TRADE IN
23	DISMANTLE FOR PARTS	28	STOLEN

CAPITAL OUTLAY EXPENSE CODES

7000	CAPITAL OUTLAY
7002	BUDGET CONTINGENCY
7120	LAND
7140	BUILDINGS
7220	AUTOMOTIVE
7240	LIVESTOCK
7250	FARM/HEAVY MOVABLE
7280	HOUSEHOLD
7300	MEDICAL
7320	OFFICE
7340	ED, REC & CULTURAL
7350	SCI/LAB EQPT GT 1000
7360	LIBRARY REF MATERIAL
7365	TELECOMMUNICATION EQUIP
7370	HARDWARE GT 1000
7380	SOFTWARE GT 1 MILL

SECTION 12 – ASSOCIATED AND RELATED FORMS

ULM-PC1	ADDITION TO DEPARTMENTAL INVENTORY
ULM-PC2	REQUEST FOR INTERDEPARTMENTAL TRANSFER OF PROPERTY
ULM-PC3	REQUEST TO MOVE PROPERTY WITHIN DEPARTMENT
ULM-PC4	REQUEST FOR DISPOSITION OF TAGGED PROPERTY
ULM-PC5	STATE PROPERTY EQUIPMENT EXCHANGE REPORT
ULM-PC7	REQUEST FOR DISPOSITION OF UNTAGGED PROPERTY

**UNIVERSITY OF LOUISIANA AT MONROE
PROPERTY CONTROL**

REQUEST FOR DISPOSITION OF TAGGED PROPERTY

TO: Director of Property Control (FAX 3458) DATE _____

FROM _____ PHONE _____
SIGNATURE

DEPT _____

CHECK ONE:

SURPLUS _____ TRADE IN _____ STOLEN _____ (ATTACH COPY OF POLICE REPORT)

DISMANTLE FOR PARTS _____ DEATH (FARM ANIMALS) _____

INTERAGENCY TRANSFER _____ AGENCY NAME _____

	ITEM DESCRIPTION	TAG NO.	BLDG	ROOM	CONDITION OF ITEM
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____
11.	_____	_____	_____	_____	_____
12.	_____	_____	_____	_____	_____

If you wish to dispose of untagged items, please use the form marked "Request for Disposition of Untagged Property"

THIS SECTION IS TO BE COMPLETED AT THE TIME PROPERTY IS REMOVED

SIGNATURE OF RELEASING DEPARTMENT HEAD DATE

PROPERTY CONTROL SIGNATURE DATE

COMPLETED BY DATE

