

## TABLE OF CONTENTS

PURPOSE .....	2
RESPONSIBILITY .....	2
FILING REPORTS .....	2
PURCHASE OF FURNITURE AND EQUIPMENT .....	2
PROPERTY PURCHASED WITH USM FOUNDATION FUNDS .....	2
GOVERNMENT-OWNED PROPERTY IN USM'S POSSESSION .....	2
SHOP-MADE FURNITURE AND EQUIPMENT .....	2
GIFT OR DONATION OF PROPERTY .....	2
TRANSFER OF PROPERTY FROM ANOTHER AGENCY .....	3
INVENTORY NUMBERING .....	3
TRADE-IN OF PROPERTY .....	3
SALE OF PROPERTY .....	3
DISPOSITION OF GOVERNMENT-OWNED PROPERTY .....	3
WORN-OUT, BROKEN, OR JUNK PROPERTY .....	3
STOLEN OR MISSING PROPERTY .....	3
TEMPORARY TRANSFER OF PROPERTY .....	4
PERMANENT INTERDEPARTMENTAL TRANSFERS .....	4
SURPLUS, OBSOLETE OR SALVABLE EQUIPMENT .....	4
TRANSFER OF PROPERTY TO ANOTHER AGENCY .....	4
AUDIT OF DEPARTMENT'S INVENTORY .....	4
CHANGE OF DEPARTMENT HEAD .....	4
PROPERTY TO BE REPAIRED .....	5
MARKING OF MOTOR VEHICLES .....	5
LIABILITY FOR FAILURE TO MAKE INVENTORY-SECTION 29-9-17 .....	5
IDENTIFICATION AND TAGGING .....	5
INVENTORIES AND REPORTS .....	5
PHYSICAL IN-HOUSE INVENTORIES .....	5
UNIVERSITY POLICY CONCERNING DELETIONS .....	6
SPONSORED PROJECT INVENTORIES .....	6
CANNIBALIZATION .....	6
DISPOSITION OF SURPLUS PROPERTY .....	6
CARE, MAINTENANCE, REPAIR AND STORAGE .....	6
CONTROL OF UNIVERSITY EQUIPMENT AND MATERIALS .....	6
LOAN OF UNIVERSITY OWNED EQUIPMENT .....	7
LEAVING THE UNIVERSITY OF SOUTHERN MISSISSIPPI .....	7
COMING TO THE UNIVERSITY OF SOUTHERN MISSISSIPPI .....	7
PERSONAL, LEASED, RENTED, OR BORROWED PROPERTY .....	7
ACQUISITION RECEIPT FORM .....	9
PROPERTY AFFIDAVIT .....	11
PROPERTY LOAN RECEIPT .....	13
EXPENDITURE GENERAL LEDGER ACCOUNT CODES .....	14
LAWS GOVERNING STATE PROPERTY .....	16

## ADMINISTRATIVE PROCEDURES

### PURPOSE

The purpose of maintaining the furniture and equipment inventory is to comply with the State-owned property inventory rules of the Mississippi Administrative Procedures Act and the Code of 1972 and in accordance with the Federal Acquisition Regulation (FAR) 45.5 and the Office of Management and Budget (OMB) Uniform Guidance. The Property Accounting Department will assist departments in accounting for all furniture and equipment purchased, donated to the University, transferred to or from other State agencies, government -owned loaned to the University, sold, junked or transferred.

### RESPONSIBILITY

Department heads are responsible and accountable for all furniture and equipment in their departments and they are to maintain some type of internal control over furniture and equipment inventory. Equipment used by a department in general with little to no security (e.g., labs, classrooms, lobbies, open spaces) will be the responsibility of the department head **unless delegated in writing to the responsible party for each area**. When equipment is assigned directly to an individual such as laptops, cameras, cell phones, etc., the individual assigned responsibility will be held accountable. In this case any employee assigned responsibility of equipment **must have a completed Property Loan Receipt on file**. Property Accounting will assist a department in evaluating its furniture and equipment inventory control procedures.

### FILING REPORTS

The Property Accounting Department will furnish each department a report showing acquisition, disposal and transfer of property. This report should be filed in the department's office for reference and later use. All furniture and equipment transactions are reported monthly to the State Department of Audit.

### PURCHASE OF FURNITURE AND EQUIPMENT

Furniture and equipment purchased through the Purchasing Department from budgeted departmental appropriations, restricted funds, or special appropriations will be assigned an inventory number, the number attached, and the item accounted for. Items that cost less than \$1000.00 or with a fair market value of less than \$1000.00 will not be reported on the Furniture and Equipment inventory records. The exceptions to the \$1,000.00 rule are: **Weapons** (any cost); **Cameras And Camera Equipment** (\$250 or greater); **Drones** (\$250 or greater); **Two Way Radio Equipment** (any cost); **Televisions** (\$250 or greater), **Lawn Maintenance Equipment** (any cost), **Computers, Laptops, Tablets Or External Hard Drives** (any cost); **Other Computer Components** (\$250 or greater); **Chain Saws** (any cost); **Air Compressors** (any cost); **Welding Machines** (any cost); **Generators** (any cost); **Motorized Vehicles** (any cost).

### PROPERTY PURCHASED WITH USM FOUNDATION FUNDS

Property purchased by the USM Foundation for departments are subject to the same university controls as any other property. Departments are responsible for reporting these items to Property Accounting. A complete description of the property, cost or value and a statement that it was purchased by the USM Foundation will be included in the report. The exceptions to the \$1000.00 rule include the same items listed under "**Purchase of Furniture and Equipment**". Property Accounting will number the item if it meets the criteria set forth by the State and record it in the fixed asset file.

### GOVERNMENT-OWNED PROPERTY IN USM'S POSSESSION

Government-owned property in USM's possession is subject to the same University controls as any other property. Departments are responsible for reporting these items to Property Accounting. A complete description of the property, cost or value, government identification number and a statement identifying which governmental agency furnished the specific item will be included in the report. Property Accounting will assign a University inventory control number.

### SHOP-MADE FURNITURE AND EQUIPMENT

Furniture or equipment manufactured in a department's own shop or in the Physical Plant shop will be reported to Property Accounting if the item cost was \$1000.00 or more. The unit cost of such items may include the value of salaries and wages, overhead, fringe benefits, supplies and component equipment parts. These items are subject to the same University controls as any other property. A complete description of the property, date manufactured, number of items, cost or value, and a statement that it is shop-made will be included in the report. The exceptions to the \$1000.00 rule include the same items listed under "**Purchase of Furniture and Equipment**".

### GIFT OR DONATION OF PROPERTY

Items given or donated to the University must be acknowledged by the USM Foundation or Athletic Foundation before it is accepted. A description of the gift, the name of the donor, and the intended purpose or use of the donated item must be included. If the item is usable by the University, can be placed in use without significant preparation costs and can be maintained at a reasonable cost, a current market value of the item will be determined.

Foundations are to notify Property Control of donations and if the item meets the criteria set forth by the State, Property Control will assign it an asset number and record it in the property asset file. The department receiving the equipment will receive an acquisition receipt and report.

#### **TRANSFER OF PROPERTY FROM ANOTHER AGENCY**

Furniture or equipment received by a department through transfer from another State or Federal agency will be reported to the Property Accounting Department. A complete description of the property, serial number, name of the manufacturer, number of items, original cost, original date of purchase, name of transferring agency and any other documentation or information concerning the property will be included in the report. Property Accounting will number the item if it meets the criteria set forth by the state and record it in the fixed asset file. The department will receive an acquisition receipt and report.

#### **INVENTORY NUMBERING**

Property Accounting is responsible for attaching the assigned inventory number where it can be readily located on each item of furniture and equipment. The department is responsible for locating and producing the inventoried item with its number attached when requested by Property Accounting, the State or Federal Property Auditor, or the University Internal Auditor.

#### **TRADE-IN OF PROPERTY**

Furniture or equipment may be used as a trade-in provided Procurement has received written approval from the Office of Purchasing and Travel. When submitting a requisition for a purchase where an allowance is given for an inventory item being traded in, the description, serial number, and inventory number of that item should be listed on the requisition. This will assist Procurement in completing the process of the trade-in request. **See "Purchasing Policies and Procedures."** **For government-owned property, contact the Office of Research Administration (ORA).** Property Accounting will receive notification from the Procurement that the property has been traded in and the property will be deleted from the inventory records.

#### **SALE OF PROPERTY**

Furniture or equipment may be sold after written approval has been received from the Office of Purchasing and Travel. Property to be sold should be reported to Property Accounting and cleared by the proper governing agency, with description, serial number, inventory number and condition. Property Accounting will verify the items to be sold and will submit this list to the Purchasing Department to advertise the property for sale and to obtain the necessary bids and approvals. **See "Purchasing Policies and Procedures."** **For government-owned property, contact ORA.** Property Accounting will receive notification from the Purchasing Department that the property has been sold and will delete the property from the inventory records.

#### **DISPOSITION OF GOVERNMENT-OWNED PROPERTY**

When a contract or grant expires, a written request for disposal instructions is submitted to the government agency that furnished the equipment. This request is submitted by ORA. Upon receipt of requested instructions, the equipment will be disposed of in accordance thereof. Should the agency require that the equipment be returned, the item will be removed from the inventory listing and returned to the agency. The agency will in turn furnish written acknowledgment of their receipt of the property. Property forms confirming the disposal are then submitted to the agency by ORA.

#### **WORN-OUT, BROKEN, OR JUNK PROPERTY**

Worn-out, broken or junk property with no cash value will be reported to Property Accounting with description, serial number, inventory number and condition. Before the worn-out or obsolete property is removed from the department, the department should contact Property Control to secure the necessary approval for transferring the equipment to Property Control. Once that is done, the department may either transport the equipment to Property Control, or initiate a work order for the Physical Plant Transportation Department to remove the item(s) from your area. Once the property arrives at Property Control the property will be deleted from the department's inventory record and disposed of properly.

**NOTE: STATE AND FEDERAL LAW LIMITS THE MEANS BY WHICH WORN-OUT, SURPLUS, OR OBSOLETE ITEMS CAN BE DISPOSED, REGARDLESS OF THE DOLLAR VALUE.** Furniture and equipment cannot be destroyed, cannibalized or discarded without coordinating with Property Accounting.

#### **STOLEN OR MISSING PROPERTY**

Furniture or equipment that is missing, stolen or has mysteriously disappeared shall be reported to the Property Control Department, proper Government agency, University Police Department (UPD), or any law enforcement agency as soon as possible. **A POLICE REPORT IS REQUIRED AT THE TIME THE ASSET IS DISCOVERED MISSING OR STOLEN.** The description, serial number, inventory number, and other information about the lost or stolen item should be included in the report. To delete the property from the inventory, a notarized affidavit must accompany the deletion report. A detailed explanation of the loss showing the law enforcement agency (UPD) to which this loss was reported, as well as the report/case number filed on this loss is required. A copy of the law enforcement agency's (UPD) report shall also be

attached. The affidavit must be signed by the executive head of the agency, the person in charge of property records and the employee directly responsible for the property which was stolen, lost or mysteriously disappeared. **The affidavit form is available from Property Accounting.** Property Accounting will secure the necessary approval for disposition from the VP for Finance and Administration and the respective unit's VP level. Once the affidavit is complete, Property Accounting will then delete the property from the inventory record and send a report to the State Auditor's Office if required.

#### **TEMPORARY TRANSFER OF PROPERTY**

The loan or transfer of furniture or equipment between departments for short periods need not be reported to Property Accounting. However, the department head to which the property is assigned will be held accountable for the loaned item and should, for his/her protection, require a memorandum receipt for furniture or equipment loaned to another person or department. This receipt should be available for presentation when requested. This equipment should be verified whenever requested and a **currently dated loan receipt** (see page 14) presented if the item is not available for viewing.

#### **PERMANENT INTERDEPARTMENTAL TRANSFERS**

The Property Contact from the transferring department and the receiving department will utilize the Transfer Module portion of the Asset Management Software (AssetWorks) to perform permanent interdepartmental transfers.

#### **SURPLUS, OBSOLETE OR SALVABLE EQUIPMENT**

Equipment declared surplus, obsolete, or salvage by a department is transferred to the University Surplus Property Department, East Stores Warehouse (building number 609), 2601 West 4th Street. The item may be brought to this location if easily carried or picked up by the Physical Plant Transportation Department. Please use the Asset Management Software to initiate the transfer from your department to department code **960029**. After initiating the internal transfer, print the transfer detail report, then take the property to Surplus Property. If you are unable to take the property to Surplus, you should enter a Physical Plant work order and fax a copy of the transfer detail report to extension 4444 for the moving crew to transport it for you. There is no charge for the picking up of surplus equipment and delivering it to Surplus; however, there is a transportation charge for delivering equipment from Surplus to a department if you cannot pick it up with your own resources. Surplus items are available for departmental use and can be obtained from Surplus without charge. Call 266-5431 if you are interested in viewing and/or obtaining surplus property for your department's use.

#### **TRANSFER OF PROPERTY TO ANOTHER AGENCY**

Furniture or equipment may be transferred to another state or government agency after written approval has been received from the Office of Purchasing and Travel and/or any other governing agency. Property Accounting should be notified of the property transfer. This notification should include the description, serial number, inventory number, and reason for transferring and present condition of the property. **See "Purchasing Policies and Procedures". For government-owned property, contact ORA.** Property Accounting will receive notification from the receiving agency or institution that the property has been transferred to them and accepted. Property Accounting will then delete the property from the inventory and send a report to the State Audit office.

#### **AUDIT OF DEPARTMENT'S INVENTORY**

Each department's inventory will be audited by the responsible department, Property Accounting or the Internal Auditor whenever necessary. A report of this audit will be sent to the President, Vice President of Finance and Administration, the Controller, and the department head. The State Property Auditor audits each agency's inventory whenever necessary. A report of this audit is sent to the President, Vice President for Finance and Administration, the Controller, Property Manager, and other governing agencies.

#### **CHANGE IN DEPARTMENT HEAD**

Whenever a change in department head occurs, Property Accounting should be notified to complete an exit audit of the outgoing department head prior to change in department head status so that discrepancies can be resolved. Property Accounting should be notified of the change in property responsibility and will assist with this audit and changeover. The incoming department head will accept the responsibility and accountability of the department inventory when he/she assumes duties as department head. The department head is designated as custodian of property assigned to the department unless the department head delegates this responsibility to another individual within the department. (See Responsibility.)

**Faculty and staff leaving the University should be cleared by the responsible department head. Department heads with responsibility should be cleared through Property Accounting.** All University property should be returned and verified before termination is complete.

### **PROPERTY TO BE REPAIRED**

Records should be kept on any item sent to be repaired. This record should state where the equipment will be sent, the vendor, the USM number, date, serial number, description, shipping/repair number or receipt. Property Accounting should be notified prior to shipping for tag removal and documentation. Departments should check on the property status and notify Property Accounting if the item is returned, replaced, or lost in shipment. Sometimes the costs of repairs exceed the value of the item. Departments should determine whether the property warrants the cost of repairs. Property Accounting should be notified of this decision. All purchase orders issued for repair of University or government-owned property should include the inventory number and/or serial number.

### **MARKING OF MOTOR VEHICLES**

All state owned vehicles shall have a permanent decal or paint on both sides of the vehicle in letters at least three (3) inches in height and on the rear in letters not less than one and one-half (1-1/2) inches in height stating the name of the state agency. The marking must be in a color which is in contrast with the color of the vehicle. Vehicles with faded and barely visible markings, as well as those which have no markings at all will be reported. The Physical Plant Motor Pool is in charge of vehicle marking.

### **LIABILITY FOR FAILURE TO MAKE INVENTORY UNDER A STATE AUDIT - MISS. CODE ANN. SECTION 29-9-17**

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.

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.

**NOTE:** Using USM Foundation funds to reimburse the University for missing inventory is not allowed. Foundation funds will NOT be used to reimburse the University for missing inventory, unless approved in writing by the University President.

For equipment used by a department in general with little to no security (i.e. labs, classrooms, lobby/office furniture) the burden for reimbursing the University will fall on the department head unless delegated in writing to the responsible party of each area. For equipment assigned directly to an individual such as laptops, cameras, tablets, cellphones, etc., the individual assigned responsibility will be held responsible for the reimbursement. Please keep in mind that any employee assigned laptops, cameras, tablets, cellphones, etc., will be required to complete an inventory "loan receipt" before they can be held responsible for reimbursement. Failure on the part of the department head to have this done will result in the department head being responsible for reimbursement.

### **IDENTIFICATION AND TAGGING**

Every item of an inventorying nature is given a six (6) digit number, usually numbered in sequential order of acquisition. Whenever possible, all tags will be affixed to the property on the left, adjacent to the manufacturer's nameplate or in a position for easy sighting. When the size or nature of the property makes it impractical to apply any tags, the information may be etched or painted on the property. Some items, because of their nature, cannot be tagged and will be carried on the inventory file as a not-tagged item. All tags must remain affixed as long as the property is in the possession or control of the University. Any tag which becomes lost, damaged, or obscured should be reported promptly to Property Accounting. This number will be used to identify all property acquired by means of purchase, title transfer, donation, abandonment, or government-owned.

### **INVENTORIES AND REPORTS**

An accurate inventory is important to the University for several reasons. Most apparent is its importance in the control of losses due to theft and neglect. Reliable inventory records also tend to maximize the use of University property by facilitating sharing between and within departments.

A relatively recent development requiring serious attention is the importance of an accurate inventory in meeting the growing demands from state and federal funding resources for improved accountability on the part of the University. Automated data processing has made it possible to improve accountability and control over University and government-owned property. It is important to the University that a lack of accountability and control does not become the basis for denial of government grants, contracts, and appropriations.

### **PHYSICAL IN-HOUSE INVENTORIES**

A physical In-House inventory of University-owned and government-owned property is required by the Property Accounting Department annually. The basic principle of the property accounting system is the accountability of the

administrative head of each budget unit for all the inventory property in the possession of his/her department. It is expected that a physical check of all inventory property will be made when requested by the Property Accounting Department, and at that time the administrative officer of the budget unit will be expected to account for every item of property on the inventory of his/her department. At the time of the required inventory, each budget unit will receive notification from Property Accounting. Once, the inventory is complete return the proper documentation to Property Accounting. Necessary changes to inventory will not be processed until proper documentation is submitted.

Departments that fail to complete their In-House Audits within the 30 days allowed will be required to provide justification for not complying with this policy and will be reported to the Office of the President. Departments that fail to comply will also be audited by Property Accounting or Internal Audit and charged at a rate of \$50.00 per hour.

#### **UNIVERSITY POLICY CONCERNING DELETIONS**

No deletions for junked or salvaged equipment, will be made on the inventory property listing until the University Salvage Committee has approved such a deletion and authorized the Property Accounting Department to take appropriate action. The University Salvage Committee will verify all paperwork, view items and approve all deletions to assure proper disposal procedures were followed. All paperwork must include the signatures of the appropriate parties and verification that the proper government agency has been informed should government-owned property be involved. The Internal Auditor may spot-check inventory listings on a random basis to verify accuracy in procedure.

#### **SPONSORED PROJECT INVENTORIES**

ORA will notify each department when physical inventories are required for each sponsored project; generally, this is near the expiration of a project although some Federal agencies do require an annual inventory. An inventory listing of accountable government property, prepared from purchase orders, vendors' and government shipping vouchers will be provided by Property Accounting when necessary.

#### **CANNIBALIZATION**

Property should not be cannibalized unless it has no reasonable prospect for sale or use as serviceable property without major repair or alterations, but it has some value in excess of its scrap value. Cannibalized property must be deleted from the University's Master listing when it loses its identity. If the remainder of the property has no recovery value, it may then be discarded. (Property to be deleted must be cleared through the normal process before action will be taken to remove it from the master inventory file.)

#### **DISPOSITION OF SURPLUS PROPERTY**

When University-owned property is no longer needed, or is obsolete, it should be declared surplus and made available to other areas of the University. The responsible department must transfer the obsolete equipment to Surplus Property (code 960029). It is important that the function of the property and its condition be listed since this affects its use by other departments and its resale value when offered at public auction. All property declared surplus by the various departments is made available to the University community. A walk-through of surplus will be scheduled whenever requested. During walk-throughs, departments may select surplus items for which they have a definite need at no charge other than the cost of delivery to the department. There should be a bona fide need for surplus property selected as it costs both space and dollars to keep such items. All unclaimed surplus property is sold at a public auction. The funds generated from the proceeds of this auction revert to the University's General Fund. Under no circumstances is federally-owned property to be declared surplus and sold at public auction unless ORA has received disposition from the appropriate agency approving such action and title is transferred to the University of Southern Mississippi. At no time does grant-funded equipment automatically become the personal property of a researcher.

#### **CARE, MAINTENANCE, REPAIR, AND STORAGE**

It is the responsibility of the department using the property to protect property against loss, damage, and use other than that authorized. The responsible department is also required to provide the care necessary to maintain all property properly, excepting normal wear, in order that the greatest useful life may be secured. If repairs to property are required, they should be completed expeditiously in order to maintain the property in good working condition. However, sound judgment should be used to determine whether the property warrants the cost of repairs. Records for property requiring routine maintenance should be kept on file within the department in order that the required maintenance, calibration, etc. are conducted on schedule.

When property is temporarily idle but required for authorized future use, it must be stored in accordance with good housekeeping practice and with adequate protection from corrosion, contamination and damage to sensitive parts. Sludge, chips, and cutting oils are to be removed from equipment prior to storing. The responsible department records should contain pertinent data accounting for storage location, adequate justification for storage, the date placed in storage and the anticipated date for removal from storage. Equipment stored for more than one year should be reviewed annually to confirm the justification for storage.

#### **CONTROL OF UNIVERSITY EQUIPMENT AND MATERIALS**

- I. No equipment or materials which are part of the inventory of the University of Southern Mississippi are

to be used for personal use or taken from the campus for personal use even though equipment is returned. There are certain campus departments, such as the library, data center, Instructional Technology center, that are authorized to loan equipment and materials, as part of their operations. These departments shall establish appropriate control policies and procedures.

- II. Equipment and materials which are to be used by a staff member may be taken from the campus if the following criteria are met:
  - a) The equipment or materials must be used within the scope of staff member's duties.
  - b) The staff member's department head must approve the change in location. A loan receipt giving a description of the equipment or materials, serial number, tag number, location of equipment or materials and the dates it will be used off campus.
  - c) Equipment must be returned to campus for repairs and/or maintenance.
- III. Inventories are the responsibility of the department head and shall be updated quarterly when the printout is furnished to the department head by the Property Accounting Manager. When it is determined that an item listed on the equipment inventory is lost or stolen, the department head, should report it to the Property Accounting office and UPD with full details.

#### **LOAN OF UNIVERSITY OWNED EQUIPMENT**

Restrictions to the loaning of University-owned or government-owned equipment are that: (a) the equipment is used in furtherance of the University's work in direct benefit to the University with the results being reported to the University; (b) the equipment is not commercially available; and the recipient is liable for any loss or damage to the equipment while it is in his or her possession. The recipient is also responsible for the cost of any packing, crating, and transportation from origin to destination and return. Prior to lending University-owned or government-owned equipment, it is necessary to obtain the approval of the University's administrator. Prior agency approval is also required for government-owned equipment. Any loans must be coordinated through the Property Accounting Manager to ensure proper updating of the records. Property retrieval from loan recipient will be the responsibility of the department administrator.

#### **LEAVING THE UNIVERSITY OF SOUTHERN MISSISSIPPI**

Title to all property at the university is held by the university or in custody for external agencies. The general rule is that property in the university may not accompany a faculty or staff member leaving the university or moving to another institution. Exceptions are granted on a case by case basis in accordance with the criteria adopted by the administration. The criteria for determination of transferability of equipment and/or funds to another institution at the request of faculty members terminating their faculty appointment here and transferring activities to another institution are as follows:

1. At no time will title to equipment vested in the University of Southern Mississippi be transferred directly to the terminating faculty member.
2. Transfer of equipment may be considered when:
  - a. It is or was the specific intent of the donor that the equipment is or was to support the work of the terminating faculty member rather than a program of the university and the equipment ownership should be transferred to the institution to which the faculty is moving.
  - b. The equipment was purchased from funds supporting an on-going program which the donor or granting agency will continue at the new employing institution.
  - c. The equipment is government -owned and the faculty has the prior written approval from the agency that furnished the equipment to transfer the equipment to the new employing institution.

When an exception is made, the University requires formal acknowledgment of receipt from the faculty member's new institution. These items will be removed from the University of Southern Mississippi's master inventory list when a copy of the acknowledgment is forwarded to the Director of Procurement, ORA, and the Property Accounting Manager.

#### **COMING TO THE UNIVERSITY OF SOUTHERN MISSISSIPPI**

Persons arriving at the University of Southern Mississippi with property transferred from his or her previous institution must provide the Property Accounting Manager and ORA with the official transfer documents. When these documents are found to be in order, the Property Accounting department will conduct a physical inventory and where applicable, assign an inventory number denoting ownership.

#### **PERSONAL, LEASED, RENTED, OR BORROWED PROPERTY**

This type of property should be identified and labeled to clarify ownership. Any documentation concerning this property should be available whenever a department is audited.

**Please contact Property Accounting if assistance is needed at:  
Phone: 266-4439 or Mail Box 5086**



## ACQUISITION RECEIPT FORM

SEE PAGE 10

The acquisition receipt (gold form) is partially completed by Property Accounting before delivery. Complete the shaded areas and send to Property Accounting as soon as possible. This step is vital to ensure that Property Accounting properly books the equipment.

The receipt should be completed and signed by the receiving department's property contact or department head. The information collected is used for reporting, which will be submitted to the State Department of Audit when the item is paid for.

A copy of the acquisition receipt should be retained by the receiving department to compare to your inventory listing during In-House Inventory.

THE UNIVERSITY OF  
SOUTHERN MISSISSIPPI

Property Accounting • 118 College Drive • Box #5086

***DIRECTIONS:** Please complete the shaded areas and send to property accounting (BOX 5086)*

**ACQUISITION RECEIPT**

Purchase Order Number \_\_\_\_\_ **Department Code** \_\_\_\_\_ **USM Box** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

Date Numbered \_\_\_\_\_ Property Accounting Personnel Signature \_\_\_\_\_

Southern Miss Number	PO Line No.	Description	Serial Number	<b>Bldg/Room</b>	<b>Person the equipment is assigned to</b>

**Property Contact or Department Head:** \_\_\_\_\_

I acknowledge receipt of above

-- OFFICE USE ONLY --

Report Number _____	Transaction:	Transfer _____	New Replacement _____	Other _____
Date Paid _____		Pickup _____	Computer Equipment _____	
Date Added to Inventory _____		Reinstating _____		

PROPERTY AFFIDAVIT FORM  
(SEE PAGE 12)

Property deleted from the inventory because of theft, robbery or mysterious disappearance shall be reported immediately upon discovery. Such deletion should include a notarized affidavit signed by the executive head of the agency, the person in charge of the property records and the employee directly responsible for the property which was stolen or lost. **All lost or stolen property shall be reported to a Law Enforcement Agency. A copy of the Law Enforcement Agency report shall be attached.**

**INSTRUCTIONS FOR COMPLETION OF NOTARIZED AFFIDAVIT**

1. Physical location of assigned property. (Departmental address)
2. Date report was made. (Current Date)
3. Description (Desc), inventory number (USM No.), report number (Rpt), purchase date (date), and cost or value (amount) as reported on the departmental inventory listing. (Parenthesis indicate heading used on departmental printout.)
4. Explain the loss in detail showing the Sheriff's office or Law Enforcement Agency to which this loss was reported to as well as the report/case number filed on this loss.
5. Agency/University Chief Administration Officer or President must sign and date.
6. Agency/University Property Officer must sign and date.
7. Agency/University personnel who was assigned the property must sign and date. Return signed form to Property Accounting.
8. Notary Public will complete this section of the affidavit as required by law.
  - a. Complete steps 1,2,3,4 and 7 - **Return completed and signed copies (4) to PROPERTY ACCOUNTING.**
  - b. Refer to your departmental printout for the information needed to complete the affidavit. Please type.
  - c. Copies will be distributed after deletion.

**NOTE: IF YOU NEED THIS FORM CALL PROPERTY ACCOUNTING – 601.266.4439.**



**THE UNIVERSITY OF SOUTHERN MISSISSIPPI**

PROPERTY ACCOUNTING | 118 College Drive #5086 | Hattiesburg, MS 39406

**PROPERTY AFFIDAVIT**

FORM NO. **3501**

LOST, STOLEN OR MYSTERIOUSLY DISAPPEARED

Date \_\_\_\_\_

Department Name \_\_\_\_\_ Department Code \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone \_\_\_\_\_

<u>USM Number</u>	<u>Description</u>	<u>Serial Number</u>	<u>Date Purchased</u>	<u>Purchase Cost or Value</u>	<u>Current Value</u>
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Detailed explanation of disposal or loss: In case of theft, robbery or mysterious disappearance, show the name of the law enforcement agency notified and the date the loss was discovered. Attach a copy of the agency report to the affidavit. If such loss was not reported to a law enforcement agency at the time of the discovery, give complete explanation of such failure to do so. If more space is needed, attach a separate sheet to this form.

WE HEREBY STATE UNDER OATH THAT THE ABOVE FACTS ARE TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE.

EMPLOYEE RESPONSIBLE	DATE	DEPARTMENT DIRECTOR	DATE
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Reviewed by:

DEAN OR AVP (as applicable)	DATE	PROVOST/VICE PRESIDENT	DATE
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MANAGER OF PROPERTY CONTROL      DATE

UNIVERSITY PRESIDENT OR CHIEF ADMIN. OFFICER      DATE

--- PLEASE SIGN WHERE APPLICABLE. ---

*It is the responsibility of the person approving this affidavit to route the form for the required departmental and dean or AVP signatures, applicable VP signatures, and then submit the signed form to the property officer.*

THIS DATE PERSONALLY APPEARED BEFORE ME, the undersigned authority, in and for \_\_\_\_\_ County, in the State of Mississippi, the above named individual, who, being first duly sworn, state on their oaths that the above facts are true and correct to the best of their knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public

THE UNIVERSITY OF SOUTHERN  
MISSISSIPPI

PROPERTY LOAN RECEIPT

CHECK ONE:

( ) LOAN

( ) REPAIR

( ) OTHER (Please explain) Date: \_\_\_\_\_

DESCRIPTION OF PROPERTY

INVENTORY NUMBER \_\_\_\_\_ DESCRIPTION \_\_\_\_\_

MAKE: \_\_\_\_\_ SERIAL NUMBER: \_\_\_\_\_

DEPARTMENT NAME: \_\_\_\_\_ DEPARTMENT CODE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

*SIGNATURE OF BUDGETARY AUTHORITY*

Name and address of the repair person: \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_

Purchase order No. /RMA No. \_\_\_\_\_

NAME OF PERSON RESPONSIBLE: \_\_\_\_\_

*PLEASE TYPE OR PRINT*

ACKNOWLEDGEMENT

I hereby acknowledge that the property listed above is in my possession and accept the responsibility thereof. I also acknowledge that I have received a copy of this receipt.

PROPERTY LOCATED AT: \_\_\_\_\_

\_\_\_\_\_ TELEPHONE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

*SIGNATURE OF RESPONSIBLE PERSON*

**Instructions:**

1. This form must be completed for each individual item of property on short term loan, temporary change in location OR out for repair.
2. It is the responsibility of the person approving this location change to sign this form, to obtain the signature of the responsible person and then submit the completed form to the Property Officer.
3. This change will be in effect until the item is returned and this form is nullified. To nullify this change, complete and forward to Property Accounting the following:

DATE RETURNED: \_\_\_\_\_

INVENTORIED BY: \_\_\_\_\_ Date \_\_\_\_\_

*I hereby certify that I have conducted a physical inventory of the item listed above and reported this status to Property Accounting.*

4. A copy of this receipt should be retained for the departmental inventory file and given to each signee. It should be given to the auditor prior to the audit. This form will serve as a hand receipt for the item. Failure to produce a hand receipt will result in the item being reported by the auditor as "Missing".

NOTE: The Office of the State Auditor may take action to recover the value of the missing item. This form should be available for all property audits. A verification of equipment and a currently dated form should be completed as often as necessary.

# The University of Southern Mississippi

## General Ledger Account Codes

### Commodity Account Codes

PS Acct	Account Description	Thresholds
606411	GRANTS ONLY Office Machines, Furn & Fixtures under \$5000	under \$ 5,000
606412	GRANTS ONLY Vehicles under \$5000	under \$ 5,000
606413	GRANTS ONLY Farm Equipment under \$5000	under \$ 5,000
606414	GRANTS ONLY Medical Equip under \$5000	under \$ 5,000
606415	GRANTS ONLY Data Processing Equip under \$5000	under \$ 5,000
606416	GRANTS ONLY Radio & TV Equip under \$5000	under \$ 5,000
606417	GRANTS ONLY Scientific Equipment under \$5000	under \$ 5,000
606418	GRANTS ONLY Other equipment under \$5000	under \$ 5,000
606495	** Equipment Under \$1,000	under \$ 1,000
606496	** Computer, Camera, & TV equipment under \$250	under \$ 250

### Equipment Account Codes

PS Acct	Account Description	Thresholds
608210	<b>Office Machines, Furniture, &amp; Fixtures</b>	
	Fax Machines	over \$1,000
	Scanners	over \$1,000
	Typewriters	over \$1,000
	Furniture (file cabinets, desks, sofas, etc.)	over \$1,000
	Shredders	over \$1,000
	Copiers	over \$1,000
	External Hard Drives	over \$250
	Printers/multi-function printer	over \$250
608211	<b>Office Mach, Furn, Fixtures (see above) Over \$5000</b>	over \$5,000
608220	<b>Vehicles</b>	any cost
608221	<b>Vehicles Over \$5000</b>	over \$5,000
608230	<b>Farm Equipment</b>	over \$1,000
608231	<b>Farm Equipment Over \$5000</b>	over \$5,000
608240	<b>Medical Equipment</b>	over \$1,000
608241	<b>Medical Equipment Over \$5000</b>	over \$5,000
608250	<b>Data Processing Equipment</b>	
	Computers	over \$250
	Switches	over \$1,000
	Modem	over \$1,000
	Processors	over \$250
	Servers	over \$250
608251	<b>Data Processing Equipment (see above) Over \$5000</b>	over \$5,000
608260	<b>Radio and Television Equipment</b>	
	Recording Equipment (DVD/DVR/VCR, other)	over \$1,000
	CD Player/Stereo	over \$1,000
	TV	over \$250

<b>608261</b>	<b>Radio And Television Equipment (see above) Over \$5000</b>	
<b>608262</b>	<b>Cell Phones</b>	
<b>608270</b>	<b>Scientific Equipment</b>	
<b>608271</b>	<b>Scientific Equipment Over \$5000</b>	
<b>608280</b>	<b>Capital Lease Purchases</b>	
<b>608290</b>	<b>Other Equipment</b>	
	Monitors	over \$1,000
	Camera and Camera Equipment	over \$250
	Handheld Data Collector	over \$1,000
	Digital Organizer	over \$1,000
	Projectors	over \$1,000
	Two-Way Radio Equipment	any cost
	Appliances	over \$1,000
	Kitchen Furnishings	over \$1,000
	Chain Saws	any cost
	Air Compressors	any cost
	Welding Machines	any cost
	Weapons	any cost
	Power Tools	over \$1,000
	Generators	any cost
	Lawn Maintenance (lawn mower, weed eater/edger, blower, tractor, bush hog, etc.)	any cost
	Air Conditioners	over \$1,000
	Pager	over \$1,000
	Art	over \$1,000
	Sterling Silver	over \$1,000
	Musical Instruments	over \$1,000
	Sound System Equipment	over \$1,000
	Music Recording Equipment	over \$1,000
	other than listed above	over \$1,000
<b>608291</b>	<b>Other Equipment (see above) Over \$5000</b>	over \$5,000

**STATE OF MISSISSIPPI  
LAWS GOVERNING STATE PROPERTY  
Miss. Code Ann. 1972**

Section	29-9-1	Inventories to be Made by Heads of State Agencies
Section	29-9-3	Content
Section	29-9-5	Execution and certification
Section	29-9-7	Master Inventory Compiled
Section	29-9-9	Disposal of Obsolete or Unnecessary Property
Section	29-9-11	Report of Additions and Deletions
Section	29-9-13	Physical Audit
Section	29-9-15	Rules and Regulations
Section	29-9-17	Liability for Failure to Make Inventory; Recovery of Value of Missing Items
Section	29-9-19	Report of Livestock
Section	29-9-21	Complete and Current Records and Reports
Section	25-1-87	Marking Publicly-owned or Leased Vehicle; Exceptions; Effect of Non-compliance
Section	19-25-15	Identification of Sheriff's Motor Vehicles; Use of Unmarked Vehicles
Section	7-7-211	Powers and Duties of the State Auditor
Section	25-53-3	Definitions-Central Data Processing Authority
Section	25-53-5	Powers and Duties-Central Data Processing Authority

Note: Refer to the website of the State of Mississippi's Office of the State Auditor for more details of the laws mentioned herein.