



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Asset Tracking Policy for the Departments of Office of the Provost and Vice President for Academic Affairs and Faculty Affairs

CSU Bakersfield Policy

Document Number: AA.22.013

Last Revision Date: 9/2/2022

Responsible Office: Academic Affairs

Effective Date: 9/2/2022

Provost and Vice

Primary Author: President for Academic
Affairs

General Description

Purpose:

To define responsibility for asset tracking in the Office of the Provost/VPAA and Faculty Affairs

Policy/Procedure

It is the responsibility of the Property Management office to track capital assets valued \$5,000 or more and non-capital assets valued between \$2,500 and \$4,999. The Office of the Provost and Vice President for Academic Affairs and Faculty Affairs will assist the Property Management office, if information about these items is needed.

In addition, the above named departments will annually track and inventory equipment items valued \$1,000 to \$2,499. The departments will designate a Property Control Designee. The Property Control Designee will report to the Provost and Vice President for Academic Affairs and will be responsible for the tracking and inventory of items valued \$1,000 to \$2,499. Each year the inventory will officially report on any items determined:

- lost or missing
- stolen
- surveyed (scrapped for parts)

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and Vice President for Academic Affairs and Faculty Affairs**

Items valued under \$1,000 will NOT be tracked. The database will include the following information:

- item description
- year of acquisition
- original value, if available
- to whom the equipment is currently assigned
- location
- ID number

The Property Control Designee will retain this information according to the campus or CSU system retention schedules, whichever is greater.

Property Control Designee: Laura Ann Bishop