

Property and

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INTRODUCTION

The Federal Government, the State of Alabama, and the Board of Trustees have established specific policies concerning the acquisition, control, and disposal of equipment. This Property Control Policies and Procedures Manual is prepared in compliance with those regulations including Title 36 and 41 of the Alabama Code 1975.

The policies and procedures in this manual are applicable for all activities of the University of South Alabama. Z L W Kexel R H C University of South Alabama H H D O W K wick M M P h e w n property control procedures manual.

PROCEDURES

2.1 PROCUREMENT

The basic philosophy of the University regarding equipment is to procure any item that is justified as essential to the performance of a required task. This philosophy operates within the framework of budgetary constraints imposed by the State of Alabama and purchase priorities determined by the University Administrator.

IDENTIFICATION

3.1 TAGS

Positive identification of FDSLWD equipment is accomplished by the permanent affixing of LGHQW tags to each item of equipment. Each tag will have a unique, permanent identification number.

3.2 RESPONSIBILITY

The 3URSHUW\ DVGC

DISPOSITION OF EQUIPMENT

4.1 ACCOUNTABILITY

As previously stated, the department head is held responsible for all equipment assigned to his/her department.

4.2 DISPOSITION OF EQUIPMENT

University equipment may be disposed of in the following manners:

\$ Obsolete, excess to the department needs, unsafe, unserviceable -

lost, stolen, damaged or destroyed through his/her negligence.

In requesting relief from responsibility, all pertinent details

Also, in the case of thefts, a copy of the report by campus police or the law enforcement agency having jurisdiction must be attached.

D. Other Disposable Categories - Department heads

