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| --- | --- | --- | --- |
| **Unit:** |  | **Unit head:** |  |
| **Assessor(s):** |  | **Date:** |  |

| **Tracking and Safeguarding Property**  **(**[Montana Operations Manual (MOM) 335 Capital Assets](http://mom.mt.gov/default.mcpx))  **(**[MSU Property Management Policies and Procedure Manual](http://www2.montana.edu/policy/property/manual.html)) | **Yes**  **No**  **NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| 1. Unit personnel have been assigned responsibility to track, ensure proper use and maintenance of and to report losses of property. |  |  |
| 1. There are adequate provisions for safely storing equipment. |  |  |
| 1. The unit maintains capital and minor and sensitive equipment inventory listings.   Sensitive property includes items that possess a special risk of theft due to marketability and/or portability or that present a risk to safety. Sensitive property includes, but is not limited to:   * Computers: laptop, desktop * Cameras: digital, film, video * Firearms Musical equipment, systems and instruments * Video equipment: projectors, recorders, monitors, televisions * Certain chemicals, as may be deemed sensitive by the Safety and Risk Management Office. |  |  |
| 1. Individuals responsible for maintaining inventory listing do not have the authority to authorize withdrawals of items maintained in inventory. |  |  |
| 1. A physical inventory of all capital assets and minor and sensitive property is conducted at least every two years.    1. The physical inventory is subject to verification or conducted by a person who is not directly responsible for the assets or for maintaining the inventory listing.    2. Unit personnel perform a reconciliation between the physical inventory and the inventory listings. Missing items are reported to the Property Management office. |  |  |
| 1. University facilities and equipment should not be personally used. |  |  |

| **Disposing and Transferring Property** | **Yes**  **No**  **NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| MSU Property Management is notified and proper procedures are followed in the sale or disposition of property. |  |  |
| 1. Transfers of property between departments is properly recorded. |  |  |
| Actual and suspected losses of assets are reported to MSU Property Management. |  |  |