

## ***General Policy - Use, Movement and Disposal of College Property***

### **Policy:**

Bismarck State College property (equipment, furnishings, etc.) tagged and tracked on the BSC inventory system shall be properly utilized, cared for, accounted for, and disposed according to the procedures established below. Use of college property for private gain or other personal use not related to job duties or academic pursuits is prohibited. Personal use, misuse or abuse of property may result in criminal charges and other appropriate sanctions.

### **Procedures:**

#### **1. MOVEMENT OR TRANSFER**

Tagged equipment that is moved from one location to another, but departmental ownership does not change, must be accounted for by filling out and submitting an "Equipment Movement Form" to Accounting Services.

If ownership of tagged equipment is transferred from one department to another, an "Equipment Transfer Form" must be completed and submitted to Accounting Services.

#### **2. LOST OR STOLEN**

If an inventory item has been lost or stolen, a "Stolen/Lost Equipment Form" must be filled out and submitted to Accounting Services. Stolen equipment must also be reported to the Bismarck Police Department.

#### **3. USE OFF-CAMPUS**

Employees may use College property off-campus for BSC work-related purposes. Off-campus is defined as any property which is not owned, leased or occupied by BSC. The property must be returned when its use off-campus is no longer necessary, or authorized, or when employment terminates. Failure to do so may constitute theft of property and may result in criminal charges and other appropriate sanctions until the property is returned.

An "Equipment Sign-Out Form" must be completed and submitted to Accounting Services for all equipment located off campus for an extend period of time (three months or more).

#### **4. TRADE-IN**

College property may be traded to a vendor to reduce the purchase price of new equipment. The trade-in value must be identified on the purchase requisition and vendor invoice. A "Trade Form" must be completed and submitted to Accounting Services.

#### **5. DISPOSAL**

College property that becomes obsolete, damaged or useless through normal operations must be disposed. Reporting of surplus property is done through the completion of a "State Surplus Property Disposal" form obtained from Accounting Services. Accounting Services will coordinate with Physical Plant to facilitate the disposal process. Disposal of computers and laser printers must be coordinated with Information Services.

#### **6. SALE**

Sale of college property is not permitted without Office of Management and Budget approval. All such approvals must be coordinated through the Accounting Services office.

#### **7. LOCATION OF FORMS**

Property forms identified above can be found in the tabs of an excel file located at <G:\GROUP\STAFF\ConnectND Information\Equipment FORMS.xls>

State Surplus Property Disposal forms can be obtained from Accounting Services.

### **History of This Policy:**

First policy draft June 19, 2008.