



### **Safeguarding University Assets**

**Policy:** Each department head is responsible for safeguarding all assets purchased for his or her department and assisting with the physical inventory process. Physical security measures over assets should be established. Each department is also susceptible to internal and external audit verifications on a sample of capital assets.

**Scope:** Applies to all campus assets.

#### **Procedures:**

1. Management is responsible for implementing procedures for maintaining control over and the safeguarding of assets.
2. Departments should maintain their own database or spreadsheet of assets to track their locations and have serial numbers readily available.
3. Lock all laptops and small items in a secure area.
4. Ensure all doors are locked when rooms are not in use.

### **Theft of Capital Assets**

**Policy:** According to G.S. 114-15.1, if any State property has been stolen, the employee discovering the theft must report the theft to his/her supervisor within three days.

**Scope:** Applies to all campus assets.

#### **Procedures:**

1. Employee must report theft to supervisor within three days.
2. The supervisor must notify Campus Police and the Capital Asset Office immediately.
3. Campus Police will provide a copy of police report to Capital Assets Office.
4. Campus Police must notify the Director of the State Bureau of Investigations in writing within ten (10) days of being notified. The State Bureau of Investigation will then investigate the theft, if necessary. If the investigation reveals a violation of criminal laws, the district attorney will be contacted for legal action.

## Relocation of Property

**Policy:** No assets should be transferred/relocated without the proper paperwork.

**Scope:** Applies to all campus assets.

### **Procedures:**

1. 1. If for any reason, assets are removed from campus or a campus facility, the faculty or staff so doing **must** have written approval from his or her supervisor, approved by the area Vice Chancellor by completing an Equipment Located off Campus Form. A copy of this form can be located with the following link:  
[http://www.nccu.edu/formsdocs/proxy.cfm?file\\_id=117](http://www.nccu.edu/formsdocs/proxy.cfm?file_id=117)
2. A copy of this approved form must be forwarded to the Capital Assets Office within twenty-four hours.
3. Complete a Movable Equipment - Notice of Disposal/Change in Location Form when any campus asset is being transferred or relocated to another location or department. A copy of this form can be obtained from the following link:  
[http://www.nccu.edu/formsdocs/proxy.cfm?file\\_id=71](http://www.nccu.edu/formsdocs/proxy.cfm?file_id=71) .
4. **FAX** all transfer/relocation requests to 530-7988, Capital Assets Office.

## Surplus Property

**Policy:** Any item damaged beyond repair or no longer in use should be surplus.

**NOTE:** Surplus is normally moved on Mondays of each week. However, services will not be provided one week prior to or during the weeks of Homecoming, Registration, Commencement, or Founder's Day.

**Scope:** Applies to all campus assets.

### **Procedures:**

1. Complete a Movable Equipment - Notice of Disposal/Change in Location Form when any campus asset is surplus. A copy of this form can be obtained from the following link: [http://www.nccu.edu/formsdocs/proxy.cfm?file\\_id=71](http://www.nccu.edu/formsdocs/proxy.cfm?file_id=71).
2. **FAX** all surplus requests to 530-7988, Capital Assets Office.
3. Contact Central Receiving to obtain date scheduled for surplus pick-up two days after faxing request.
4. Surplus all computer equipment separately.