

# Student Business Services

A Bureau of Student Government  
USF Student Success

## A&S Property Handbook

Revised 08/11/2020

## **I. Definitions and General Information**

- 1.1 According to the Auditor General for the State of Florida, the definition of property is “all tangible personal property owned by the state”. Property purchased with A&S funding is owned by the state with student government acting as the stewards and official property custodian.
- 1.2 The Auditor General defines a capital item (property/capital asset), otherwise define by SG Statutes as an “High Value Asset” an item that is greater than, or equal to, \$5,000. These items are not permanently attached to a building, or structure, and must be inventoried once per fiscal year. USF administration is responsible for the inventory of university capital assets. All capital assets greater than, or equal to, \$5,000.00 are depreciated by the Finance Department in accordance to Governmental Accounting rules. Student Government (SG) and Student Business Services (SBS) act as custodians of the capital assets assigned to the area and shall assist in the annual inventory of these items.
- 1.3 Student Business Services (SBS) defines property as “non-consumable tangible items valued individually at more \$100.00”. This definition is in accordance with current Student Government statutes. These items must not be permanently attached to a building, or structure. SG property must be inventoried once per fiscal year and continuously tracked.
- 1.4 Examples of consumable items include art supplies, food, utensils, decorations designed for single use (i.e. balloons and streamers), and organization t-shirts. While these items will not be inventoried, they are still considered to be property and must be utilized properly.
- 1.5 SBS defines “attractive items” as items that are prone to theft due to their value and attractiveness to the general public. These items are usually portable in nature and are sought after by the general public for personal use and/or sale. Attractive items include, but are not limited to, tablets, laptops, clickers, and cameras. These items must be inventoried once per fiscal year, unless an additional inventory is requested by senior student government officers and the USF administration.
- 1.6 The property custodian is defined by the State Auditor General’s Office as “the person to whom the custody of county, or district property, has been delegated by the governmental unit.” At USF, property custodians are considered to be all department heads. The SBS and SGATO Directors are, by definition, the official custodians.
- 1.7 Florida State Statute 273.03 defines property supervision and control. Statute 273.03 states, “The custodian shall be primarily responsible for the supervision and control of the property in his or her custody, but may delegate its use and immediate control to a person under his or her supervision and may require custody receipts.” The Directors of SBS and SGATO, by statute, can delegate the

responsibilities associated with being a property custodian to direct reports, officers and members of SG, and student organizations.

- 1.8 SBS defines “property custodian” as the entity, or individual(s), that currently possess SG property. When SG property is within the confines of MSC4300, SBS and SG shall serve as the property custodians. Custodial responsibilities and financial accountability shift to individual(s), and/or entities, when property is checked-out to individuals(s), and/or entities. In short, if you are in possession of property (or if you signed out property/purchased property with allocated funds), you are the current property custodian.
- 1.9 Entities are defined as organizations, groups, and/or departments authorized to use property purchased with A&S funds.
- 1.10 SBS, and SG, are always the property custodians of capital assets and these items cannot be removed, or relocated, without the permission of the SBS Director (excluding golf-carts used for official business purposes). This is to ensure compliance with state and university inventories.

## **II. Accountability for SG property**

- 2.1 SBS and SGATO are ultimately responsible for all SG property on behalf of SG.
- 2.2 SBS acts as the formal designee for property and inventory for accountability/control purposes.
- 2.3 Individuals and/or entities in possession of a checked-out item, or property purchased with allocated funds, are financially accountable for the item. If the item is not returned, or if it is returned in poor condition, SBS and SG must be reimbursed for the current cost to replace the item. If a repair is deemed to be more economical, SBS and SG must be reimbursed for the cost of the repair rather than the current cost of replacing the item.
- 2.4 The Director of SBS, or his/her designee, is responsible for determining if reimbursement is required and will communicate with the responsible student and organization officers.
- 2.5 Individuals and entities have the right to review quotes and/or receipts associated with replacing, or repairing, property.

## **III. Property Check-Out and Returns**

- 3.1 Property purchased with A&S funds, and not assigned to a specific student organization, shall be stored by SBS.

- 3.2 Individuals desiring to utilize A&S property for an approved function must check- out the property through SBS during normal business hours.
- 3.3 SBS will utilize a checkout form that must be signed by the individual accepting accountability for the property. Additionally, the form will be signed by an SBS staff member upon checkout, and upon the return of the item.
- 3.4 Unless specified otherwise in writing, property must be returned to SBS within 5 business days.
- 3.5 The return of property will be properly logged and notated on the checkout form.
- 3.6 Property that is assigned directly to a student organization, and purchased with allocated A&S funds, must be stored on-campus at all times. At the time of publication, the CLCE student organization lockers and workspace are considered to be the official storage locations (except for organizations under a funding council).
- 3.7 Property assigned to organizations under the sport club council may be removed from the USF campus for official events, however, the property must be returned to the campus by the end of the first business day following the event.
- 3.8 Property assigned to student organizations that are approved by the Senate Grants Committee to hold an off campus event may utilize property off-campus, however, the property must be returned by the end of the first business day following the event.
- 3.9 Property purchased with allocated A&S funds by a specific student organization must be made available to other student organizations upon request so long as the original organization is not currently utilizing the property.
- 3.10 Student Organization property (except for funding council organizations) that is not stored in the CLCE storage space will be considered missing during the annual inventory process unless specific arrangements are made with SBS management.

#### **IV. Inventory**

- 4.1 Capital Assets are any A&S Property that can be checked in and checked out through SBS by A&S funded entities, these checked-in and checked out capital asset shall be tagged and stored on campus, unless exempted by the CFO, and shall be inventoried annually by SBS.
- 4.2 A&S Property that has a value greater than \$100.00 shall be identified with an A&S Property Tag upon purchase by SBS.

- 4.3 The inventory schedule will be set annually by the SBS Associate Director, however, the inventory must be complete by the end of March of each year.
- 4.4 The various councils shall be required to submit an inventory list of items \$5,000 and over by the end of the last business day in October of each year. SBS will conduct an audit of the inventory lists provided by each council.
- 4.5 Items not located during the initial inventory will be placed on a separate list and emailed to the most recent property custodians in order to obtain a location, or status, of the property. In addition, SBS staff will conduct a second search for property that was not initially located.
- 4.6 In April of each year the SBS Associate Director will assess the list of property that was not located and will determine the appropriate course of action. Items that are deemed to be missing will be written-off from the inventory list. If, however, there is a chance items could still be on the campus, the Associate Director will label the items as “not located-searching”. This status can be used for up to 1 year, after 1 year the item should be written-off if it is not located.
- 4.7 Items that are deemed to have been stolen will be reported to the USF Police Department and labeled as “under investigation” for up to 1 year.
- 4.8 Items that are located, but that are no longer usable/repairable, will be written off. A report of the condition of the item will be kept on file as justification.
- 4.9 SBS will provide ASRC with the annual inventory report by the end of June of each year. This will be considered the official SG Inventory Report.
- 4.10 The report will include current items on-hand, write-offs, and missing items, items that are believed to have been stolen, and damaged items under review.

## **V. Charges and Appeals**

- 5.1 Items that are not returned within five business days of check-out (unless an extension was approved) will be considered un-returned.
- 5.2 Individuals will receive a warning email by the end of the 7<sup>th</sup> business day and will be asked to return the property within 3 business days of the receipt of the email.
- 5.3 Students can request an extension to the warning due date due to extenuating circumstances. Extensions can be granted by a member of the SBS Management Team.
- 5.4 Items that are not returned by the warning deadline will be labeled as “un-returned” and considered to be in the permanent possession of the individual with

responsibility for the property.

- 5.5 A report will not be filed with the USF Campus Police; however, a charge may be placed on the individual's USF account through the USF cashier's office.
- 5.6 The charge will be for the cost of replacing the item, or, if the item is no longer available for purchase, the cost of a comparable item/model.
- 5.7 The charge can be removed if the item is returned in the same condition as it was when it was originally checked-out, and if a replacement has not been obtained.
- 5.8 SBS will begin the process of replacing an unreturned item after five (5) business days of a charge being placed on an account.
- 5.9 Students can appeal the charge to a designated SBS Manager within 10 business days of the hold/charge being placed on an account.
- 5.10 If the initial appeal is denied, the student has the right to submit an additional appeal to the SG Leadership (Executive and Senate Presidents, VPs, and CFO).
- 5.11 A&S funds allocated to student organizations may not be utilized to replace missing and/or damaged property.

## **VI. Write-Offs**

- 6.1 Write-Off requests for tracked SG property must be approved, and formally requested, by the SBS Associate Director.
- 6.2 The SBS Associate Director is not able to approve write-off requests for USF tracked capital/depreciated assets. These items are written-off by a separate USF department in accordance with USF policy.
- 6.3 SBS staff will initiate the write-off request and provide justification for the request. The SBS Associate Director will review the requests, justifications, and make an appropriate decision.
- 6.4 Write-Offs requested by the SBS Associate Director will be reviewed by the SASS Management.
- 6.5 Property that has been missing for at least one year can be written-off without justification. The rationale on the report for the write-off will be that the item has been missing for at least one year.
- 6.6 Write-Offs will be included as a section on the annual inventory report. This section must include a brief summary of the justification/rationale for the write-off.

## VII. Data

- 7.1 The Business Office shall insert the following information within the property records:

Name of Item (if possible, this will include the model, brand, and manufacturer)

SG Property Number

Purchase Date

Item Value (the cost of the purchase)

Item Location (this includes where the item is to be stored and/or the entity to which the item is assigned.)

Check-Out Information (date of checkout, date of return, and who checked-out the item)

- 7.2 A member of the management team will spot-check records for accuracy and ensure errors, if any, are corrected in a timely manner.
- 7.3 Missing data (blank data fields) must be justified (i.e. - manufacturer information not available), or corrected, in a timely manner.

## VIII. Additional Information

1. This handbook will be reviewed on an annual basis. Updated editions will be published via BullSync prior to the start of the new fiscal year.