



## Facilities and Construction Management PROCEDURAL GUIDE

Division of Business and Finances

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**IMPORTANT:** This guideline is not all-inclusive, nor does it address every situation that may arise. Its sole purpose is to guide management and to provide reasonable assurance in the following categories:

- Effectiveness and efficiency of operations
- Reliability of financial reporting
- Compliance with the Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) and the University's policies and procedures
- Compliance with applicable state and federal laws and regulations, and
- Safeguarding the University's assets and resources.

The Department of Facilities and Construction Management (FCM) homepage is located at, [www.jsums.edu/facilities](http://www.jsums.edu/facilities), where you will find important FCM information, answers to common questions, directions to the office and staff contact information. All correspondence may be mailed to the following address:

Jacksons State University  
Department of Facilities and Construction Management  
P.O. Box 17460  
Jackson, MS 39217

The mission of FCM is to support and contribute to Jackson State University's distinguished educational environment; through planning, designing, engineering, constructing, and maintaining facilities, physical space, and resources that are aesthetically appealing, efficient, and operate in optimum condition. FCM is comprised of six operational units: Maintenance, Office Administration, Planning and Construction, Property Management/Central Receiving, Safety and Environmental Services, and Transportation and Fleet Management. These units work closely with various campus offices to provide administrators, faculty, staff, and students with a clean, safe, comfortable, and stimulating working and learning environment; attributes that support recruitment, retention, and achievement on all levels. FCM also manages the University's energy management and transportation program, and is committed to administering resources and assets in a wise and disciplined manner. As one of the largest skilled labor and service providers on campus, FCM recognizes, values, and proactively endeavors to provide first-rate service and customer experiences. Through our hiring, continuous training, and employee recognition and appreciation practices, we aim to build a culture of service and exceptionalism.

Jackson State University may amend this document without notice. It is intended to provide guidance regarding the administration at Jackson State University in accordance with State and Federal laws and does not give rise to any contractual rights. Should there be a conflict between the content of these guidelines and state or federal statute, statute shall subjugate, having full precedence.

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## DEFINITIONS

**Approval Routing:** A routing system to approve work requests, material requests, fleet request are in place.

**Disposal of Property with No Cash Value:** Under the provisions of Mississippi Code Section 29-9-9 state agencies can dispose of obsolete property which has no cash value. It will be the responsibility of the Property Management Department to make this type of deletion since there are statutory clauses for liability and/or punishment for failure to follow these laws.

It will be the department's responsibility to report obsolete, worn-out or excess furniture and equipment to the Property Management Department on a **Disposal Request form**. The actual disposition will be made by the Property Management Department ONLY.

**Equipment Disposals:** This refers to any piece of university owned equipment that has been deemed useless, outdated or obsolete. When a department lists an asset in this category, an equipment disposal form should be completed with the description of the equipment, the inventory number, the location of the asset and the department chair's signature. Once the equipment disposal forms are completed, the asset(s) will be scheduled to be retrieved and removed from the department's asset listing.

**Facility Manager:** Every Building in the Campus has a Facility Manager who approves all the Work Requests that are initiated within their building.

**Hand Receipts:** Complete hand receipts for the purpose of loaning property within the same department. The hand receipt confirms the temporary transaction and transfers responsibility to the receiving party while the asset(s) are in their possession. Hand receipts are only good for a year and must be signed by both parties, as well as the department chairs.

**Interdepartmental Transfer:** This action occurs when two parties from different departments within the university agree to permanently transfer and receive a piece(s) of university owned equipment for good. This action transfers responsibility and liability to the receiving department once the Interdepartmental Transfer form is completed and processed.

**iService Desk:** do the users in the campus to initiate Work requests to Facilities & Construction Management use the front-end Html page.

**iService Desk Access:** The Policy in place to request access: The Facility Manager of the building should send an email to Operation Staff Assistant with the Building name, First Name, Last Name, Department Name, and email of the user.

**iService Desk User:** A user/customer in the campus who initiates the Work request.

**Key Request:** A Key request from a customer in the campus may include: Creating a new Key, Key Transfer, Replacement, Core Change, Return Key, Electronic Access (Only Housing Buildings use

Electronic Access). All the adjustments of the Keys are done in WebTMA – Key Management System.

**Notification Email:** A notification email is sent to the customer/requestor of the work request whenever the status of the work order is updated.

**Priority:** The Priority indicates the importance of a Job in low to high:

1. Routine
2. Deferred
3. Significant
4. ASAP
5. Emergency

**Preventive Maintenance:** PM work orders are based on a calendar method. When establishing a PM schedule, we give the system a **frequency** (number of days, months, etc.) and a **date** to start the next PM. Thereafter, the WebTMA software automatically advances the date whenever PM's are generated for an item. The PM schedule updates records after PM's are generated. At the end of the current month, the PM's for next month will be generated in order to prepare for the material.

**Personal Property:** Each director or department head may authorize the use or presence of personal property at Jackson State (i.e. portraits, paperweights, special needs furniture). However, furniture and equipment which is normally provided as supporting items should be discouraged (i.e. personal computers, TVs, DVD players, calculators, typewriters, recorders,).

In all situations, personal property should be clearly marked or tagged with the person's name and telephone number to prevent confusion that may occur during audits.

**Repair Center:** A repair center is the central point of responsibility for assigned work. Examples of repair centers are Mechanical Services, Movers, Transportation, and Safety, etc.

**State Agency to State Agency Transfer:** This action occurs when two state agencies agree to permanently transfer and receive a state owned asset(s). Forms should be properly completed and submitted prior to any physical transactions take place. Once the forms are completed and processed the two parties may complete the transaction.

**Status:** The Status indicates the current phase of the work order.

**Trade:** Trades are used to group technicians who share the same skills and perform the same type of work. Repair Centers → Trades → Technicians

For example: Mechanical Services → E&G HVAC/Electrical/Plumbing → HVAC Technicians/Elec. Technicians/Plumbing Technicians

**Trade-In of Property:** Furniture and/or equipment may be traded-in provided written approval has been received from the Department of Finance and Administration. When a requisition is submitted for purchase where allowance is given for an inventoried item being traded-in the description, serial number and inventory number of that item should be listed in the requisition. This will assist the Purchasing Department in completing the State Form #873 for processing the trade-in request. When approval for trade-ins is received from the Commission of Budget and Account, the Purchasing Department sends three (3) copies of receipts covering the property trade-in. These receipts should be signed by the person receiving the property and all copies should be returned to the Purchasing Department.

**WebTMA:** WebTMA is the work order system used by Facilities & Construction Management.

**Work Order:** A work order can be created whenever you need to track work done, such as regular or preventive maintenance, special projects, or repairs. A work order can also track the labor costs, material costs, and other charges. A work order can be a space-related or item-related work order.

**Work Request:** A request from a customer in the campus or created internally within the Facilities & Construction Management.



## OBJECTIVE STATEMENT

The objective is to provide a complete source of all policies and procedures followed by areas under the direction of the Executive Director of FCM. These policies and procedures will be in accordance with Jackson State University's Faculty and Staff handbook policies and guidelines, state and federal laws and the mission and goals of Jackson State University. References to these sources will be included as part of the procedure when applicable.

## PURPOSE

It is important that the University maintain a positive reputation regarding the stewardship of all monies, whether public, federal or privately provided. It is also recognized that it is equally important that sound fiscal processes be in place that will address the needs of the University community in an efficient and effective manner. While it may not be all inclusive, the advantages of having this written document are to:

- Better educate employees
- Outline clear performance standards
- Assure legal compliance

The University promotes effective controls to ensure the protection of assets, accurate financial reporting and effective use of resources. These statements are issued as a guide regarding activities associated with the Department of Facilities and Construction Management.

## ADHERENCE

All are expected to adhere to these guidelines. Willful disregard of this shall be considered non-compliance and may result in a formal reprimand up to and including termination.

## **Service Delivery Institutional and Non-institutional Services Customer Care Center**

### **Policy**

The Department of Facilities & Construction Management will provide labor, material and support of Institutional Services in the most efficient and economical manner.

### **Procedures**

The Department of Facilities & Construction Management is responsible for providing Institutional Services to Jackson State University. Institutional Services include those services for which funds have been appropriated through the normal budget process for operating and maintaining the general institutional facilities, buildings and grounds. Such services include lighting, heating, air conditioning, utilities, cleaning of buildings, trash disposal, care of grounds, maintenance and repair of buildings, building renovation, and transportation services. These services are rendered without charge to any Division.

Buildings belonging to **Auxiliary Services** (i.e. Walter Payton, Residence Halls, Dining Services, and Athletics) will be charged for all services, special services, routine repair and preventive maintenance performed. It is requested that each auxiliary set aside funds to cover the cost of maintaining its building. Invoices will be submitted at the end of each month with itemized listing of labor material charges incurred by FCM. The Facility manager's submission of a work order request on iService Desk will constitute approval to perform repair work. Preventive Maintenance (PM) is required to maintain building systems' proper operating conditions and will be done on a periodic basis. The Facility Manager will be given a summary report on all PM work performed and major repairs needed in the building. The report should include requisitions to purchase parts or contractual services to complete repairs. No major repairs or equipment replacements will occur until the funding is provided.

All services rendered by the Department of Facilities & Construction Management as a result of a request by departments or other comparable entities within the University, for the exclusive benefit of the requesting department are classified as **departmental services**. Included is the fabrication or installation of departmental equipment; operation, maintenance and repair of departmental equipment, supply of materials for departmental use, moving and hauling services, extension of utilities to accommodate departmental equipment, assembling and disassembling of stages for events, assembling and disassembling of basketball floors, providing maintenance or custodial personnel to support programs and events, providing out-of-town, after-hours and weekend transportation and the renovation or modification of offices. These and other non-institutional services are to be paid for by the requesting department and organizations. No services will be rendered for non-institutional services unless funds to cover the costs are transferred ahead of time. Services requested must be submitted and funds transferred at least

two (2) weeks prior to the date service are needed. Request for renovations and modifications to offices must be submitted and funds made available at least six (6) months in advance.

## **Obtaining Facilities & Construction Management Services**

### **Policy**

The Department of Facilities & Construction Management will provide labor, material and support of University maintenance and activities in the most efficient and economical manner. All requests must be submitted via iService Desk. (See Attachment 1).

### **Procedures**

1. In general, a request for routine maintenance is a request for service to maintain the “status quo” of existing facilities, i.e., the cleaning of a room, the repair of an existing drinking fountain or a broken lock or the replacement of a faulty switch. Funding for routine maintenance is provided by Facilities & Construction Management.
2. Requests for facility improvements should be submitted via iService Desk. Project Requests would include an alteration or addition to a room or building, new or altered utilities, back-up air-conditioning units, connecting to utility lines, new shelves, new doorways, carpeting, etc. Funding for facility improvements is provided by the requesting department.
3. The Facility Manager will be the liaison between Facilities & Construction Management and the building’s occupants. The Facilities Manager will be responsible for reviewing and approving Work Request via iService Desk for his/her building. With the exception of emergencies, all work/repair requests must be submitted via iService Desk and approved by the Facilities Manager.

## **Prioritizing Work Order Requests**

### **Policy**

All work requests received in Facilities & Construction Management will be evaluated or accessed, scheduled, assigned and executed in terms or priority.

All work orders will be prioritized into five (5) categories; one (1) being the lowest priority and five (5) being the highest. Priority descriptions and classification examples have been provided below. Please review this information for an understanding of how work orders are prioritized.

### **Procedures**

**PRIORITY 1 – DEFERRED:** Service requests submitted for “special projects” can be prioritized as deferred, upon receipt of funding from the requesting departments. Alterations or additions

required to accommodate experimental programs, revised teaching approaches, added functions, or reorganizations are considered special projects. Priority 2 also covers requests for departmental services. Scheduling of these requests will depend upon the availability of materials and/or trades after higher priorities are satisfied. These requests should be planned and submitted prior to when services are needed. Priority 2 includes, but is not limited to:

- General Painting (Color Change)
- Renovations
- Building/Departmental Signage (special requests)
- Carpet removal and installation
- Transportation Services
- Installation of departmental furniture and/or equipment

**PRIORITY 2 – ROUTINE (PREVENTATIVE MAINTENANCE):** Routine preventive maintenance reflects the majority of requests for work received by Facilities & Construction Management (FCM) operations. This work is scheduled on a First-In/First-Out basis in coordination with pending scheduled work, including higher priority items and emergency work. Priority 1 includes, but is not limited to:

- Lighting outage, as part of a group of lights
- Outlet failure where working outlets still exist
- Interior non-secured area doors
- Minor leaks
- Localized heating and cooling issues

**PRIORITY 3 –SIGNIFICANT:** Service requests that are submitted to report electrical, plumbing, heating, cooling, and fixture related issues should be classified as significant and completed within 3-5 days. These items should also be tracked regularly to insure they are completed in a timely manner and the schedule should be updated to dedicate resources for completion. Priority 3 includes, but is not limited to:

- General heating and cooling issues
- Security lighting
- Secured leaks or clogs
- Floor and ceiling repair

**PRIORITY 4 –ASAP:** Service requests that are submitted to restore essential services to the classroom, administrative offices, athletic and dining operations are classified as a Priority 4. This also includes special projects that are time sensitive. If the nature of the timing of the function depends on the work completion, the work order can be performed by the department. Priority 4 includes, but is not limited to:

- Conditions that present a potential safety or health issue that may become an emergency if not addressed within one work day
- Heating or cooling affecting an area
- Lock malfunctions (depending on the situation)
- Loss of electrical power affecting a limited area; but not immediate activities
- Improper lighting

**PRIORITY 5 –EMERGENCY:** Service requests that are submitted to report conditions that affect the life, health or safety of members of the campus community or surrounding areas and/or immediately affect the continued performance of academic, student or administrative functions are classified as emergency. These situations will be handled immediately. Priority 5 includes, but is not limited to:

- Major loss of building heat
- Loss of power to all circuits in area (if one outlet of many is effected this should be classified as a lower priority)
- Elevator malfunctions or failures
- Fire and smoke
- Continuous leaks that may result in damage to the facility or contents (if a leak can be contained it should be turned off, i.e. water source if drain is leaking; or mark the equipment as “out of order” if more are available). This will insure proper scheduling of work.
- Broken windows or doors that cannot be secured for a “sensitive area” such as student records are.
- Fire or emergency systems in state of alarm or limited function that must be returned to normal to insure safety of occupants. If area can be secured, a lower priority should be assigned and work scheduled.

Time Frame	Color	User Priority
24hrs		5
48hrs		4
72hrs		3
3 weeks		2
3 weeks +		1

## **Capital and Special Facility Improvement Requests**

### **Policy**

All capital and special projects must be approved by the President.

### **Procedures**

1. Requests for facility improvements should be approved by the appropriate Vice President and submitted to the Department of Facilities & Construction Management using the standard "Projects Request Form," which covers requests for all Facilities & Construction Management services other than routine maintenance. Special project request would include an alteration or addition to a room or building, new or altered utilities, back-up air-conditioning units, connections to utility lines, new shelves, new doorways, new furniture, carpeting, etc. Funding for facility improvements may be required by the requesting department.
2. The Department of Facilities & Construction Management will determine feasibility of the project and cost estimates.
3. The Department of Facilities & Construction Management's Executive Director will submit a recommendation to the Vice President for Business & Finance.
4. All capital improvement projects and/or special projects must be approved by the President.
5. Upon approval, the project will be returned to the Department of Facilities & Construction Management for execution and a time schedule will be established.

## **Alert Manager**

### **Policy**

Each department within the Department of Facilities & Construction Management is supervised by a Manager. This Manager will be periodically assigned as an ALERT MANAGER. The Alert Manager serves as the single point of contact for the department during non-business hours.

### **Procedures**

To serve as the Alert Manager, an employee must meet the following requirements:

1. Have been employed by Jackson State University, as a manager/supervisor within the Department of Facilities & Construction Management, for at least one hundred and eighty (180) days.
2. Must have demonstrated the ability to assume the responsibilities as an ALERT MANAGER.
3. Must be knowledgeable in the functions and operations of Jackson State University, specifically, within the Department of Facilities & Construction Management.
4. Must be approved by the Executive Director of Facilities & Construction Management to be placed on the ALERT MANAGER list.

The ALERT MANAGER is an integral part of the Department of Facilities & Construction Management's operations. The following is a list of responsibilities, which is not all-inclusive of the ALERT MANAGER:

1. Serve as the Point-of-Contact for the Department of Facilities & Construction Management, after 5:00 p.m. -8:00 a.m. weekdays and on weekends.
2. Respond to all calls from Campus Police in a timely fashion.

Provide a written report to the Executive Director for FCM, Associate Director of FCM, and Assistant Director of Maintenance and Construction no later than 12:00 p.m. on the Monday.

### The Alert Manual

All Alert Managers will be required to maintain Weekend Alert Manual during respective scheduled week. This manual has been implemented to track all weekly emergency calls and weekend scheduled work.

1. This manual will updated each Friday at 8:00 a.m.
2. The Customer Care Center will forward the manual to the Alert Manager on duty for upcoming week.
  - The Manual will consist of the following: Alert Manager Procedure Manual, Emergency Call Back Log, Emergency Service Numbers, and Master Alert Schedule.
3. The Alert Manager will be responsible for submitting work order(s) to Customer Care Center the following morning for all Emergency Call Back Services performed by Trades/and or Contractor.
4. At the end of the Alert Week (Friday Morning @ 8:00 a.m.), the Alert Manager will turn in manual to the Customer Care Center for update.

### Responding to Calls from Campus Police

Whenever a call is received from Campus Police during after hours and weekends, the ALERT MANAGER must verify that the conditions are as stated by Campus Police prior to calling our on-call personnel. Some exceptions include such issues as: power failures, broken water pipes, etc... In these cases the ALERT MANAGER can call the appropriate craft/trade person prior to visiting the site. However, in all cases the ALERT MANAGER must visit the site to insure that the appropriate corrections have been made. The position of ALERT MANAGER requires a high degree of judgment. Many times, the problem to which you have been called on is minor in nature and can wait until the next scheduled work day.

**REMEMBER: MANY PERSONNEL ARE ON HOURLY WAGE AND ARE SUBJECT TO TIME AND A HALF OVERTIME. SO THESE PERSONS SHOULD ONLY BE CALLED OUT IN CASES OF TRUE EMERGENCIES.**

Upon receiving a call regarding an actual emergency, the following persons should be contacted in the order listed below:

1. Alert Manager
2. Assistant Director of Maintenance and Construction
3. Executive Director of Facilities & Construction Management.

The list below has been submitted as examples of emergencies, but is not limited to the following:

1. Power Failures
2. Heating and Cooling
3. Plumbing overflows



4. Security issues, such as locks, broken windows, etc.
5. Fire alarm systems
6. Environmental Services and/or Elevators

Should a service contractor be needed, contact the Assistant Director of Maintenance and Construction, who shall inform the Executive Director.

#### **Responding to Calls for Residence Halls**

Before responding to emergency calls involving the residence halls, the Housing Maintenance Supervisor must have verified the nature and extent of the emergency. In such cases where the Housing Maintenance Supervisor cannot be reached, then the ALERT MANAGER will take the appropriate action. In all responses to the Residence Halls, the ALERT MANAGER will keep track of time and materials spent on these projects/calls and record this information in the ALERT REPORT.

## Emergency Procedures

### Policy

The Department of Facilities & Construction Management will actively participate in assisting the University in securing its students, faculty and staff, and facilities in the case of an emergency. These procedures apply to all personnel, building and grounds owned and operated by Jackson State University to include those peripheral areas adjoining the University.

### Procedures

The basic emergency procedures outlined in this manual are to enhance the protection of lives and property through effective use of University and campus community resources. Whenever an emergency affecting the campus reaches proportions THAT CANNOT BE HANDLED BY ROUTINE MEASURES, the President (or his designated representative) may declare a state of emergency, and these contingency guidelines may be implemented. There are two general types of emergencies that may result in the implementation of this plan. These are (1) large-scale disorder, and (2) larger scale natural/man-made disasters. Since an emergency may be sudden and without warning, these procedures are designed to be flexible in order to accommodate contingencies of various types and magnitudes.

### Types of Emergencies

- 1) Fire
- 2) Earthquake
- 3) Chemical or Radiation Spill
- 4) Flooding
- 5) Explosion, Downed Aircraft (crash) on campus
- 6) Bomb or Bomb Threat
- 7) Civil Disturbances or Demonstrations
- 8) Utility Failure
- 9) Violent or Criminal Behavior
- 10) Medical and First Aid (epidemic poisoning)
- 11) Media Relations
- 12) Psychological Crisis
- 13) Inclement Weather Conditions (Tornadoes)

## Definition of an Emergency

The University President or his designed representative serves as the overall Emergency representative during any major emergency or disaster. The following definitions of an emergency are provided as guidelines to assist building and area coordinators in determining the appropriate response:

1) **Minor Emergency**

Any incident, potential or actual, which will not seriously affect the overall functional capacity of the University. Report immediately to Campus Police at extension 601.979.2580.

2) **Major Emergency**

Any incident, potential or actual, which affects an entire building or buildings, and which will disrupt the overall operations of the University. Outside emergency services will probably be required, as well as major efforts from campus support services. Major Policy considerations and decisions will usually be required from the University Administration, during times of crisis. Report to the Executive Director of Facilities & Construction Management at extension 601.979.2522.

3) **Disaster**

Any event or occurrence which has taken place and has seriously impaired or halted the operations of the University. In some cases mass personnel casualties and service property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential. In all cases of disaster, and Emergency Control Center will be activated, and the appropriate support and operational plans will be executed.

In addition, any incident which has the potential for adverse publicity concerning campus resources, and/or instrumentalities of the University should be promptly reported to the Public Relations Office of Campus Police (during non-business hours).

## KEYS

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## Policy

The objective of this Policy is to provide a reasonable level of security for the University and, at the same time, allow as much freedom of access as possible to the campus community.

## Procedures

## Definitions

### A. Deposit

Money paid to JSU for the first key issued to an individual. This is a one-time deposit and will not be charged for the issuance of additional keys to that individual. If a department chooses to pay the deposit by use of a cost code, the money paid shall be refundable to the same account from which it was received. The deposit will be refunded when all assigned keys are returned; otherwise this deposit will be forfeited.

### B. Key - All access devices - keys, cards, combinations, etc.

1. Building Master Keys: Allow access to all doors into, and within a single building.
2. Department Master Keys: Allow access to all rooms within an individual department.
3. Department Sub-master Keys: Allow access to limited subgroup areas within a single Department.
4. Building Entrance Keys: Allow access to a specific building from a specific outside door or doors.
5. Individual Keys: Allow access to a single room.
6. Facilities Keys: Allow access to mechanical areas, rooms with electrical panels, roofs, pipe chases, and custodial rooms and outside entrance to buildings for service personnel.
7. Replacement Keys: Any key issued to replace a lost or stolen key.

### C. Other Personnel: Anyone working at the university with a need for access to a keyed space, who does not fall in the "JSU Personnel" category. This will include

contractors, consultants, visitors, etc.

- D. Lost Key Fee: A non-refundable fee charged when a key is lost, stolen or not returned for any reason.
- E. JSU Personnel: All employees and students, and persons with official assignments with the University.

Applicability - This Policy is applicable to all facilities on Jackson State University's campus, or any other facilities owned, leased or controlled exclusively by Jackson State University.

### KEY APPROVAL

1. Requests for keys are approved through the following authority:

<u>Key Type</u>	<u>Authority</u>
Building Master	Vice President of Respective Area
Department Master	Vice President, Dean, Department Head
Department Sub-master	Department Head
Building Entrance	Department Head
Individual	Department Head
Facilities	Executive Director for FCM
Replacement	Per Authority as Required by Key Type

- 2. No person may authorize issuance of his/her own key unless approved in writing by the Sr. Vice President or designee.
- 3. Individuals denied a key by the approving authority may appeal in writing to the Assistant Director of Safety & Environmental Services.

### B. RECORD KEEPING

FCM shall maintain a comprehensive listing of all door keys issued by name of individual for all buildings.

### C. KEY REQUEST FORM

All building keys are issued by the Department of Facilities & Construction Management (FCM) when a completed Key Request Form is signed by the appropriate authorized parties and submitted to FCM's Customer Care Center (CCC). Key Request Forms may be obtained at [www.fcm.jsums.edu](http://www.fcm.jsums.edu).

### D. KEY ISSUANCE

- 1. DOOR KEYS- Door keys shall be issued and managed by FCM.
  - a. No individual or department will obtain keys for reissue to students,

faculty, staff, or contractors unless approved in writing by the Department Head.

- b. Duplication of keys other than by the FCM Locksmith is prohibited. Any person who knowingly makes or duplicates a university key in any manner not authorized by this Policy is subject to disciplinary action by the university, pursuant to established procedures and/or prosecution.
- c. Persons to whom keys are issued shall use the keys only in accordance with this Policy.
- d. Individuals wishing to have key(s) issued to them shall complete a Key Request Form with all appropriate signatures (the applicant's and the approving authority or designee) and submit the completed Key Request Form to FCM. A deposit must be paid for the first key issued. The form and deposit, or proof of deposit must be brought to the CCC. For electronic requests, individuals wishing to have key (s) issued to them shall notify the appropriate Dean, and Department Head. The Key Request Form will be electronically forwarded to the CCC by the Department Head or Requestor. The requestor will be responsible for pick-up and/or delivery of requested key(s). Normally, key(s) will be ready for pick-up within 36 hours after receipt of completed form. A valid identification is required for key issuance. Keys shall not be transferred by campus mail.
- e. Keys will be issued only after the appropriate approval of applications for keys has been verified.

## **2. LIMITATIONS**

- a. Building Master Keys - These keys may be issued to Deans, designated Building Associate Vice President(s) \_\_, or to Administrative Offices of equivalent or higher rank with Vice Presidential approval.
- b. Department Master Keys - These keys may be issued to Department Heads and/or others with demonstrated and appropriate need.
- c. Department Sub-Master Keys - These keys may be issued to persons authorized by Deans, Department Heads, and/or Facility Managers.
- d. Building Entrance Keys - These keys will be issued to individuals with a demonstrated need for after hours building access.
- e. Individual Room Keys - These keys may be issued to individuals with a continuing need for access to such rooms.
- f. Facilities Keys - These keys will only be issued to personnel of the FM Department.

## **3. LOCKER KEYS**

The issuance and control of locker keys is the responsibility of the Dean, Department Head or Administrative Officer who is charged with control of lockers within a given building.

#### **4. KEY TRANSFERS**

All keys must be checked in and out of the FCM - Key transfers directly from one person to another is prohibited unless approved in writing by the Department Head.

#### **5. KEY RETURNS**

Before exiting the University or transferring to another Department, all JSU employees and other personnel must return keys to their respective Department Head. The Department Head will be responsible for updating FCM.

- A. Employees - When an employee's need for a key no longer exists, whether as a result of termination of employment, change of Department/responsibility, or other reason, it is the responsibility of the employee and/or the employee's supervisor to collect the unneeded key(s) and return them to the Department Head. Failure to do so is a violation of this Policy and will result in a hold on the final paycheck, deposits being forfeited, and lost key fees imposed.
- B. Students - Students who fail to return keys before transferring or leaving the University will have a hold placed on their transcripts, final paycheck, and/or registration packet. Deposits will be forfeited and lost key fees imposed.
- C. Other Personnel - Other Personnel who fail to return keys will have their final project payment held (if applicable), deposit forfeited, and lost key fees imposed.

#### **6. KEY REPLACEMENT**

To replace a missing or broken key, one of the appropriate actions listed below must be taken:

- A. A broken but appropriately identifiable key must be returned to FCM before a replacement is issued.
- B. If a key is lost, stolen or not returned, a report must be filed with the Department of Public Safety. A new Key Request Form, the case number from the Department of Public Safety report (obtained by employee), and a replacement & lost key fee for the new key must be provided to the FCM before a replacement is issued.
- C. If a lost key is later found, it must be returned to FCM.

#### **7. BROKEN/WORN OUT KEYS**

Key(s) that are broken or worn out must be returned to FCM before new key(s) will be issued.

## **8. LOST, STOLEN, OR KEYS NOT RETURNED**

- A. In the event of stolen, lost, or unreturned keys, the appropriate authorizing Department, FCM, and/or the Department of Public Safety should be notified immediately and a police report will be filed. The individual responsible for the key will initiate the police report. In addition, a “Lost Key” form shall be completed and the individual and/or department responsible shall be assessed a replacement key fee.
- B. Departments responsible for authorizing students to obtain keys will assume responsibility for those keys. It is the responsibility of that department to see that the key is returned before a new one is issued to another student. Failure to do so will necessitate that the lost or stolen key procedures be initiated.
- C. If the determination is made that the affected area(s) need to be re-keyed for security reasons because of the lost, stolen or not returned key(s) by any JSU personnel, all or a portion of the cost will be paid by FCM using the fees collected for the labor and materials to re-key.
- D. When the cost is greater than the fees collected for the lost, stolen or not returned key(s) by the JSU personnel, the individual or the affected department will be liable for any remaining costs.
- E. If the determination is made that the affected area(s) need to be re-keyed for security reasons because of the lost, stolen or not returned key(s) by other than JSU personnel, the individual or firm responsible will be charged all costs for the labor and material to re-key. If an individual or firm considers the replacement costs to be unfair, please contact FCM.

## **9. LOCKS**

Any minor repair or replacement of University door locks will be performed by the University Locksmith. Any major repair or replacement undertaken by an outside contractor must have the prior approval of FCM. All changes will follow the University guidelines. (For a copy of these guidelines, contact the FCM.)



**10. DEPOSITS AND FEES**

**1. Deposits**

A one-time deposit must be paid at the time the first key is issued. Deposits are payable at the cashier's office or at the FCM. A receipt of the deposit payment must be provided to the FCM if paid at the cashier's office before a key will be issued.

The deposits required are as follows:

<b><u>Type of Key</u></b>	<b><u>JSU Personnel</u></b>	<b><u>Other Personnel</u></b>
Building Master	\$25.00	\$100.00
Department Master	\$25.00	\$100.00
Department Sub-master	\$25.00	\$100.00
Building Entrance	\$25.00	\$100.00
Individual	\$25.00	\$100.00
Facilities Keys	\$25.00	\$100.00

**2. Fees**

A fee will be charged for any key that is lost, stolen, or is not returned for any reason. If fees are uncollectible for any reason, they become the responsibility of the authorizing department. Fees are levied to cover the cost of re-keying buildings or locks that may have been compromised through the loss or theft of a key. Fees may not be sufficient to cover all costs to re-key or otherwise mitigate the loss of a key. In instances where additional costs beyond the fee amount is required, the affected department will be liable for the added costs beyond the fee(s) collected.

**M. GRANDFATHERING OF DEPOSIT**

Those individuals who were issued keys prior to the implementation of the existing Policy will not be required to provide a deposit at the current rate unless they require a new key beyond those already issued.

**Providing Emergency, After-Hour and Weekend Services Policy**

The Facilities & Construction Management Executive Director will determine appropriate responses to after-hour maintenance request of an emergency nature. Such emergencies usually involve problems with electricity, heating and cooling, plumbing, environmental services, and/or elevators.

## Procedures

1. Request for emergency services will be reported to the Department of Public Safety by an official employee or on duty representative of the University.
2. The Department of Public Safety will report the emergency to the on-duty Alert Manager.
3. The Executive Director of Facilities & Construction Management will supply the Director of Public Safety with the alert schedule each week.
4. The Alert Manager will determine whether a response is required. If need be, the Alert Manager will contact the appropriate craftsman and/or technician on duty or respond personally.
5. If necessary, the Alert Manager may contact any craftsman to perform needed services.
6. Service contractor when needed will be contacted by the Alert Manager or Executive Director of Facilities & Construction Management.
7. Additionally, the Alert Manager will follow-up on all scheduled campus events (listing of current events are available in the Weekend Alert Package, provided by Associate Director of FCM).
8. The Alert Manager will verify all service rendered on the standard Alert Manager Report from which is to be completed daily.

## Transportation

### Vehicle Rental Policy

#### Policy

All vehicle rentals must be coordinated through Facilities & Construction Management. Jackson State University maintains a fleet of vehicles for official University travel.

#### Procedures

##### Reservation of Vehicles

Request for rental of vehicles are to be made via iService Desk. Request for vehicles should be made as early as possible. Advance reservations are limited to a period of six months. The request will be honored on a first come, first served basis. Driver Authorization Forms must be completed and returned to the Transportation Office before vehicles are released. Trips requiring a driver must submit a Travel Itinerary two weeks in advance.

### Dispatching

All vehicles are dispatched from the Transportation Office at Facilities & Construction Management. The dispatch office is open between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. All drivers will be required to complete the Vehicle Checklist Form and Vehicle Mileage Report located in the glove compartment before and after all trips.

**In the event there is a time change on picking up the vehicle, please, notify the Transportation Office of this change before arriving to pick up vehicle.**

### Fuel & Service

All vehicles are completely serviced and fueled before being dispatched. Requesters will be required to return vehicles with a full tank of gas.

### Expense Incurred During Trip

All receipts for expenses (with the exception of fuel) incurred on a trip must be turned in with the vehicle upon completion of a trip, (i.e., vehicle breakdown). The Transportation Office will prepare the necessary forms for reimbursement to the operator.

### Rental Fee

#### Local Rental Rates

\$30.00 daily minimum charge for Cars

\$40.00 daily minimum charge for 7 Passenger Mini-Van

\$50.00 daily minimum charge for 15 Passenger Van

\$125.00 daily minimum charge for Shuttle Bus

Motor Coach Rental - To Be Determined (TBD)

#### Out of Town Rates

\$ 35.00 daily minimum charge for Cars

\$ 60.00/day minimum charge for 7 Passenger Mini-Van

\$100.00 daily minimum charge for 15 Passenger Van

TBD - based on mileage for Shuttle Bus

Motor Coach Rental (TBD)

A Department requiring seats to be removed from a van in order to carry boxes, etc., will be billed \$10.00 per seat removed in addition to the normal rental fee.

### Driver Expense

Departments requesting a driver's service for trips outside of Jackson, MS will be required to provide three meals per day and Hotel accommodations.

### Duration of Rental

The maximum time a vehicle may be reserved is two weeks. If it becomes necessary to rent a vehicle for a longer period, prior approval must be received from Facilities & Construction Management's Transportation office @ 601.979.2522.

### Vehicle Breakdown

Should a rented vehicle breakdown, please notify Campus Police @ 601.979.2580.

### Eligible Drivers

Drivers must be employees (full-time or part-time) of the University with a valid driver's license. Departments must use discretion in assigning drivers. All drivers will be required to complete the JSU Personal Vehicle Use Agreement (Attachment 4). Department heads will be responsible for notifying the Transportation Office of new drivers.

### Eligible Passengers

Only University faculty, staff/students and Departments are permitted to travel in University vehicles. **(Strictly Enforced).**

### Completion of Trip

Upon completion of trip, the vehicle must be returned to the compound at Facilities & Construction Management. Vehicles turned in after 5:00 p.m. shall be returned to Campus Police. **All Drivers must complete the following forms prior to returning vehicle: Driver's Daily Vehicle Check Form, and Mileage Form.**

### Accidents

All accidents should be reported promptly to the proper authority. For example:

<u>Location</u>	<u>Authority</u>
On Campus	Campus Police
In the City	City Police
In the County	Sheriff Department
Highway/Interstate	Highway Patrol

Vehicles should not be moved until the proper authority has investigated. In case of a MINOR ACCIDENT, the trip may be continued after proper investigation. UPON RETURN TO CAMPUS, IMMEDIATELY NOTIFY CAMPUS POLICE ABOUT THE ACCIDENT.

### **In case of a MAJOR ACCIDENT, if the vehicle cannot be driven, notify:**

Campus Police Office at 601.979.2580

In case of personal injury, notify at once (1) Campus Police @ 601.979.2522. in addition (2)

Facilities & Construction Management at 601.979.2522.

***NOTE: Never make any statement regarding the accident to anyone other than the investigating authority. The vehicle operator is responsible for reporting ALL Accidents. If this is not done, and repercussions occur, the operator is personally responsible for satisfying any complaints.***

### **Vehicles Returned After Hours**

All vehicles utilized after 5:00 p.m. on weekdays, weekends, and holidays shall be turned in to Campus Police. The user will record the ending mileage. In the event a vehicle will be used before 8:00 a.m. on weekdays or during holidays, it is to be checked out from Campus Police. The vehicle, although it is checked out, may be left at Campus Police.

### **Cancellation & Penalty for Non-Cancellation**

In the event that a Division reserves a vehicle and later decides that it will not be used, it is imperative that the Transportation Office be notified by 1:00 p.m. on the day prior to the dispatch date. Trips canceled one week or less prior to the departure date are subject to a cancellation charge of:

- \$ 100.00 per bus
- \$ 25.00 per 15-passenger Van
- \$ 20.00 per 7-passenger Van
- \$ 10.00 per passenger car

### **Personal Usage**

Vehicles are not to be taken to an individual's home under any circumstances. This may constitute private use of public vehicle, which is strictly prohibited.

### **Alcoholic Beverages**

The possession or consumption of alcoholic beverages in any University vehicle is strictly prohibited. The same rules regarding alcoholic beverages apply to vehicles as well as the University campus.

### **Mistreatment of University Vehicles**

- A vehicle returned to the Motor Pool showing obvious signs of mistreatment will be repaired and the department responsible for the damage will be billed for the necessary repairs.
- A cleaning fee of \$50.00 will be charged to a department returning a vehicle that must be cleaned. Motor Coaches will be charged at a rate of \$ 100.00 or more.
- The department may use its own discretion in charging the individual directly responsible for the damage.

## **Transportation Requesting Use of the Shuttle Bus**

### **Policy**

The Transportation Manager is responsible for scheduling the use of the Shuttle Bus.

### **Procedures**

1. A Vehicle Request must be completed via iService Desk and submitted to Transportation Office.
2. Before submitting requests, make sure funds are available and approved by the appropriate Department Head.
3. Charges
  - a. The 25 passenger shuttle bus has a minimum charge of \$175.00 up to 5 hours of usage.
  - b. Bus trips which are canceled after the driver has reported for duty will be billed \$50.00.
  - c. Payment of services will be processed through the University inter-departmental transfer process.

## Requesting University Motor Pool Vehicles

### Policy

The vehicles assigned to the Facilities & Construction Management motor pool are primarily used for maintenance activities. When available, vehicles may be used by official University employees.

### Procedures

1. Requests for any type of travel service must be submitted via iService Desk to the Customer Care Center, at least fourteen (14) days in advance.
2. Prior to submitting a request for use of a Motor Pool vehicle a call to the Customer Care Center should be made to verify availability and scheduling.
3. Charges
  - a. Passenger cars have a minimum charge of \$25.00 (Local) and \$30.00 (Out of Town).
  - b. Passenger vans are available in small size (7 passenger) and mid-size (15 passenger). Small passenger vans have minimum charge of \$40.00 (Local) and \$60.00 (Out of Town). Mid-size passenger vans (15 passengers) have a minimum charge of \$50.00 (Local) and \$100.00 (Out of Town).
  - c. Payment of services will be processed through the University's inter-department transfer process.
4. If a University vehicle is not available vehicle may be requested through a Private Vehicle Rental Company to meet the requestor needs at the requestor's expense.



## **Driving University Vehicles**

### **Policy**

The Transportation Manager is responsible for assigning to approved staff personnel the use of University vehicles for the Purpose of accomplishing plant services.

### **Procedures**

1. Designated licensed drivers may be granted permission to drive University vehicles in the performance of assigned duties.
2. Each driver is expected to drive safely and defensively and shall be personally responsible for traffic violation.
3. Each driver is expected to report any known and potential maintenance concern with an assigned vehicle and shall respond to all scheduled service maintenance schedules.
4. Any unauthorized use of University vehicles will be subject to disciplinary steps in accordance with University policies.
5. There shall be no smoking in University vehicles or riding of non-university personnel without approval of the Executive Director of Facilities & Construction Management and an insurance waiver completed.
6. There shall be no operation of electronic devices or cellular phones while operating a University vehicle.

## **PURPOSE**

The purpose of the Physical Inventory Manual is to establish guidelines for all departments to ensure proper accountability and safeguarding for all equipment and other assets owned by the University. The University is required by Mississippi State Code section 29.9.21, the Board of Trustees of State Institutions or Higher Education and the State Department of Audit, to maintain an accurate inventory record system of all movable furniture and/or equipment items owned and maintained by the University. Specific guidance is contained in the State Property Officers Manual; Office of the State Auditor, current copies will be maintained in the Office of Property Management. Jackson State University must know at all times the location and value of all inventories to prevent needless duplication and waste.

In addition to reporting furniture and equipment, all building and land improvements, other than building and library assets must be inventoried and accounted for by the University. All new construction, improvement or upgrading must also be reported on a monthly basis.

This manual is also used to serve as guidance for personnel who serves as responsible parties over the University's assets.

It is imperative and extremely important that **ALL** departments assist in the efforts of maintaining the university's fixed assets in order to achieve an excellent rating during audits performed by the Department of Finance.

## **SAFEGUARDING ASSETS**

### **Incircuit Access**

Safeguarding the University's assets begins with limiting access to the electronic system that houses pertinent information pertaining to Jackson State University's secured assets. InCircuit is a system purchased by the State of Mississippi that is designed to manage complex assets. Because maintaining the university's fixed assets is a financial matter, gaining access to InCircuit will be governed by the V.P. of Business and Finance. There will be an annual review of InCircuit to ensure access is only given to those who need it to perform their daily job functions. 'Read Only' Access to Incircuit will only be given to those departmental gatekeepers that have attended quarterly trainings with the property officer.

Section 29-9-21, Mississippi Code of 1972, Annotated, provides for more accurate, detailed and readily available inventory information on all state property, said records to be maintained on machine equipment in the office of the auditor of public accounts. It shall be the duty of the Auditor to maintain his/her records complete and current and make such reports to the Governor and the legislature whenever required, or when the said Auditor, in his/her discretion, finds it necessary to make other and additional reports. As a result of this directive, the fixed assets reporting system was developed for use by the state agencies and universities in order to provide statewide property information.

### **Asset Security for Faculty/Staff**

Faculty and staff play a vital role in assisting the university with securing fixed assets. If there are assets noted as being unsecure, i.e. being in plain view, open to the public and not under lock and key; please report incidents as such to Property Management at 601-979-4181, for further investigation.

In addition, annual training will assist with enforcing the importance of securing university assets.

# INVENTORY CONTROL/AUDIT PROCESS

## Annual Audits

Jackson State University's policy is to conduct inventory audits once each year. Therefore, the JSU Property Management team will conduct an annual audit of 100% of each department within the University. Beginning in September of each year, JSU Property Management will begin departmental audits. All audits will be completed by June of the following year.

The Office of the State Auditor Property Division performs property audits every other year. The Property Division has the authority to perform periodic and unscheduled audits if necessary. The Property Management department, as well as the Office of Internal Auditors are at liberty to assist with departmental audits. Each department will be notified and given a current listing of their inventory prior to the actual commencement of the audit.

## Responsibility

Each department head or his/her designee will be held accountable for the inventory or the equipment and/or furniture assigned to his/her department. Department heads will be given accurate records of all university properties for which they are accountable and will report any changes to the Property Management Department within 48 hours. Asset reports will be submitted to department heads annually.

Prior to conducting the annual audit, the Inventory Control Specialist (**ICS**) will contact "**Responsible Party or Department Head**". These are individuals who have been deemed responsible for seeing that University equipment in his or her custody and control is properly maintained, not only to possess an accurate account of assets, but also to maximize cost savings by maintaining the asset throughout its useful life.

In most cases the department head will be the chair of each department unless otherwise noted and is responsible for looking for and producing the inventoried item with its number attached when requested to do so by the Department of Property Management, the State Property Auditor or the University's Internal Auditor. They are also the individual responsible for signing and dating the asset report and the one who will be assessed a mandatory fine if fixed assets are not accounted for.

The ICS will make contact with the responsible party to establish a set time to begin the audit and to identify the "**Designated Walk Thru Person**". This individual should be appointed by the department head or responsible party; should be familiarized with the department's assets; should have a set of keys to all rooms; and should know where every asset is located. They should also be prepared to take the ICS to the fixed assets and not look for fixed assets.

Prior to beginning a departmental audit, an Inventory Control Specialist will submit a copy of the asset report (listing of the all the department's active assets) to the department head, at which time the department head will conduct a Self-Audit.

### **Change of Department Head**

In the event that there is an abrupt or subtle change in department heads, all items must be accounted for by the outgoing department head. The Property Management Department should be notified by Human Resources, the interim or next in command so that an exit audit can be performed for the old department head as part of the exit interview. Property Management will also perform an entry audit for the new department head as a means of establishing a new responsible party. Once both audits have been performed, we will make necessary adjustments in InCircuit to reflect the changes. Adjustments will not be made in InCircuit without corresponding documentation citing signatures from both parties.

### **Self-Audits**

Each university department head or responsible party is responsible for conducting an annual physical self-audit.

Annually, a printed listing of all active assets registered for each department/office will be provided by the Inventory Control Specialist. The list must be verified, noting specifically any exceptions and signed by the responsible party. The signed asset listing will be collected by the Inventory Control Specialist prior to beginning an annual audit.

### **Instructions for Self-Audits**

1. For each item located, place a check mark to the left of the item
2. Review the description of the item to ensure accuracy
3. Verify the attached e-number or identification tag
4. Review the room number of the asset to ensure the correct location of the asset.
5. If an item in your possession is **not** on the inventory listing, but meets the University's capitalization threshold or is considered sensitive and should be added to the inventory, please advise the Inventory Control Specialist. Some items may include
  - a. Equipment donated to the University
  - b. Items manufactured or assembled internally

### **Audit Summary**

Each department head or responsible party will receive a verbal review and a copy of a summary of the findings from the audit, and will be asked to sign, date and return to Property Management to maintain a copy for their records.

Follow ups regarding the findings (i.e. items not accounted for) will be done within 10 working days of completing a department's audit. Property Management will submit a copy of the audit report to the department head and retain a copy for in-house record keeping.

## **LOST, DESTROYED, OR STOLEN PROCEDURES**

Immediately upon discovering that university property is Lost, Destroyed or Stolen, the **“Responsible Party”** should notify Public Safety and Property Management within 72 hours of discovery, allowing them to proceed with a formal report through the JSU Public Safety Department. Once the report has been finalized, an Affidavit will need to be thoroughly completed and signed and by the individual. Once the Affidavit has been completed the asset will be removed from the listing.

**Please note that the Affidavit will not be received/signed by Property Management if it has not been properly signed and notarized.**

Destroyed Assets are those assets that have been damaged and are no longer operable. Individuals in possession of destroyed assets has 72 hours to submit a completed Equipment Disposal form, along with the damaged equipment to Property Management for proper and immediate disposal.

When completing Lost, Destroyed or Stolen Property Affidavit:

- ❖ Include a complete and detailed explanation of the loss in the space provided or on an attached sheet of paper (Explanation should “mirror” report to JSU Campus Police)
  
- ❖ Contact campus police or law enforcement agency where property item was lost, destroyed or stolen and file a police report.
  
- ❖ Include information regarding the description, inventory number (E-number), serial number, date purchased and cost or value of the property. Contact the Property Management Department at 601-979-4181 if you need further assistance.

## **PENALTY FOR FAILURE TO COMPLY**

In the even that an examination, conducted pursuant to Miss. Code Ann., Section 29-9-13 finds items that are included on a department's inventory which are missing and otherwise unaccounted for, the State Auditor and/or the Property Management Department has the authority to proceed under the

provision of Miss. Code Ann., Section 7-7-211 to recover the value of the missing items. The demand shall be made against the department head and/or the appropriate officer or employee, if identified.

For those unable to immediately comply with the full amounts owed to the University for Property unaccounted for, monthly payments through payroll deduction are an option. However, the amount owed must be paid in full by/and may not exceed 6 months.

Section 29-9-17, Mississippi Code of 1972, Annotated, states if any officer or employee of any state agency shall refuse or fail to make any inventory in the manner prescribed by the State Auditor, the State Auditor shall proceed to make, or cause to be made, the inventory, and the expense thereof shall be personally borne by said officer or employee, and he/she shall be responsible on his/her official bond for the payment of the expense.

In the event that an examination conducted pursuant to this section finds items included on an agency's inventory, which are missing, and otherwise unaccounted for, the State Auditor has the authority to proceed under the provisions of Section 7-7-211, Mississippi Code of 1972, and Annotated to recover the value of the missing items. The demand shall be made against the head of the agency, the agency's property officer and/or the appropriate officer or employee, if identified.

## **EQUIPMENT DISPOSALS**

Equipment that is deemed as obsolete, no longer in working condition or has reached the end of its useful life should be disposed of by completing an [Equipment Disposal Form](#) located on the JSU website. The department of Property Management will remove the inventoried equipment from the surrendering department's inventory and determine if an asset is transferred to MS Surplus or trashed. When the item is properly disposed of, it will be removed from the University's asset listing. The Property Officer fully supports the reuse of university equipment.

### **Unknown Chemical Disposals**

As always, property which may contain or has been exposed to hazardous material should be cleared through the Hazardous Material Officer prior to requesting removal from the department. The department should be willing to assume any cost associated with the removal of hazardous material.

**Note:** Those items, such as metal shelving, metal poles, non-inventoried appliances, etc. should be recycled for cash at approved metal recycling facilities for the University whenever possible.

# UNIVERSITY TRANSFERS

## **Permanent Transfers**

Any furniture and/or equipment which have no further use in the department for which it was originally assigned may be assigned to another department. The equipment [transfer form](#) must be properly completed and executed. The department initiating the transfer should complete the transfer form and acquire the receiving department head's signature prior to submitting to the Property Management Department.

The Movers will verify the information on the disposal form against the equipment and sign the form prior to removing equipment from the department. The department head receiving the equipment must sign a transfer form upon receipt of transfer item(s). The original form is returned to the Property Management Department, the remaining two copies are distributed to the departments transferring and receiving the equipment.

If the move is completed within the department, the department head responsible for the item must acquire the necessary signatures and distribute the necessary copies to the receiver and to the Property Management Department.

The Property Management Department will make adjustments to the official records. The revised records will be adjusted on the master file and the requesting department head will be given a new inventory record.

**Note:** If the transfer forms are not properly filled out, signed and distributed to the Property Management Department, the master inventory records will show individuals or department heads responsible for equipment received or assigned to them. Failure to properly utilize these forms may result in the original Department head being charged for items unaccounted for and improperly transferred.

## **Temporary Transfers**

When a department loans an item of furniture and/or equipment that is on its inventory to another department for a short period of time, this type of transfer is defined as a temporary transfer. The accountability remains with the department where the items are inventoried. A temporary transfer form should be filed with the Property Management Department (See Attachment). Furniture and /or equipment should not be transferred from one dormitory to another temporarily.

## **Transfer of Property to another State Agency**

Furniture and/or equipment may be transferred to another state agency after written approval has been received from the Department of Finance & Administration and the Department of Audit (State Form #873). The Property Management Department is the only department at Jackson State

University authorized to initial transfers to other state agencies. A representative from the Property Management Department of the other state agency should coordinate with JSU Property Management Department to properly complete the transaction.

The Property Management Department will train department heads/responsible persons annually during the month of September on the importance of accurately completing and maintaining transfer forms for interdepartmental, temporary and state agency transfers.

### **Shop-Made Furniture and/or Equipment**

Furniture and/or equipment manufactured in a department's own shop or in the Facilities Operations' Maintenance Shop should be reported to the Department of Inventory. A complete description of the property, date manufactured, number of items, cost or value and a statement that it is shop-made should be included in the report. The Department of Inventory will enter this furniture and/or equipment on the departmental inventory record and report the same to the State Property Officer.

### **Lease/Purchase**

The University may acquire items through a lease/purchase arrangement as long as it complies with Section 31-7-13 9e0, Mississippi Code of 1972, and Annotated. These items shall not be added to inventory until the item has been purchased. Upon purchase of the item, the item must be included on inventory at the price paid by the agency plus any shipping charges, but excluding any finance or interest charges. However the university must maintain a separate listing of all items being purchase through lease/purchase agreements. Items purchased through the Institution of Higher Learning Master Lease are included.

### **Trade-In of Property**

Furniture and/or equipment may be traded-in provided written approval has been received from the Department of Finance and Administration. When a requisition is submitted for purchase where allowance is given for an inventoried item being traded-in the description, serial number and inventory number of that item should be listed in the requisition. This will assist the Purchasing Department in completing the State Form #873 for processing the trade-in request. When approval for trade-ins are received from the Commission of Budget and Account, the Purchasing Department sends three (3) copies of receipts covering the property trade-in. These receipts should be signed by the person receiving the property and all copies should be returned to the Purchasing Department.

The Department of Inventory will receive from the Purchasing Department that the property has been traded-in. The Department of Inventory will then delete the property from the departmental inventory record and will send the report to the State Property Officer.



## **Sale of Property**

Furniture and Equipment which becomes obsolete or is no longer needed by the University may be sold according to the Mississippi Code 29-9-9, Disposal of Obsolete or Unnecessary Property. If the sale is conducted by the University, proceeds are retained; if sold by the State, proceeds will go to the General Fund. Our preference is to have sales conducted by Jackson State University.

## **Equipment to be Repaired**

The Property Management Department should be notified prior to shipping or removing equipment off campus. Transfer forms must be completed and maintained for records prior to removing equipment off campus.

All purchase orders issued for repair or university or government owned equipment should include the inventory number and/or serial number. In the event the department head determines it would not be cost effective to make repairs, the Property Management Department must be notified immediately to properly dispose of the item(s).

## **Disposal of Property with No Cash Value**

Under the provisions of Mississippi Code Section 29-9-9 state agencies can dispose of obsolete property which has no cash value. It will be the responsibility of the Property Management Department to make this type of deletion since there are statutory clauses for liability and/or punishment for failure to follow these laws.

It will be the department's responsibility to report obsolete, worn-out or excess furniture and equipment to the Property Management Department on a [Disposal Request form](#). The actual disposition will be made by the Property Management Department ONLY. (i.e. chairs, tables, mattresses, beds, and metal shelving, computers, electronics).

When assets containing an E-number are disposed of, they are either trashed or transferred for auction to MS Surplus in Pearl. University vehicles are auctioned with a percentage of the proceeds returned to the university. Those items that do not obtain an E-Number should be recycled for revenue for the university whenever possible.

## **HAND RECEIPTS**

To assist custodial delegates in the efficient management of inventoried property, it is imperative that all faculty and staff complete hand receipts for property located outside the custodial delegate's work location. It is also necessary that hand receipts be properly completed, signed by the appropriate departmental personnel and updated annually for any property that may be used outside of the campus area. In order to maintain the accuracy of these receipts, it is recommended that they be reviewed on a monthly basis.

## Hand Receipt Procedures:

- ❖ Each faculty and staff member is to complete a hand receipt for any and all items located within their immediate work areas and items used outside the workplace that are property of Jackson State University.
- ❖ All hand receipts shall be signed by the personnel to whom the property is assigned and personnel borrowing the asset.
- ❖ If property is lost or stolen, disposed of or transferred to another department, it is necessary for the hand receipt to be revised to reflect the change that has occurred. This revised receipt should also be signed by the personnel for whom the property was assigned.
- ❖ All property that is lost or stolen from a designated area shall be reported to the custodial delegate. It is also highly recommended that a copy of the hand receipt be sent to Property Management so updates can be made promptly in the system.

**Note:** Copies of hand receipts can be retrieved at the URL below and takes approximately 43 seconds to complete.

<http://www.jsums.edu/finance/files/2013/05/Hand-Receipt-Form.pdf>

## ACQUISITION OF EQUIPMENT

This section briefly outlines the requirement to place specified furniture and/or equipment on inventory regardless to the method in which the equipment is acquired at Jackson State University. Furniture and equipment purchased with university, state or federal funds and shop made equipment are required to be added to inventory, if it falls within the guidelines. (Exhibit 8). All donated and transferred equipment by state or private organizations are required to be placed on inventory regardless to the cost or value of the equipment.

### **Tagging Equipment**

All furniture and equipment with an acquisition cost of \$1,000.00 or more will be tagged with an inventory control number (E-Number). All other furniture below the \$1,000.00 threshold will be tagged with a "Property of Jackson State University" sticker.

All equipment with an acquisition cost of \$250 or more will be tagged with an inventory control number (E-Number). All of other equipment below the \$250 threshold will be tagged with a "Property of Jackson State University" sticker.

Once an item has been tagged, the Inventory Control Processor will check for accuracy and enter in InCircuit noting the responsible.

Furniture and equipment should arrive assembled and will be tagged prior to delivery to the requesting department, unless it is delivered and assembled on site.

- ❖ All property received by JSU's Central Receiving will be delivered by Central Receiving.
  
- ❖ Furniture and/or equipment arriving unassembled must be assembled by a representative of the vendor. The assembly should take place in the department or on the site where it is to be permanently located, whichever is most feasible. The Property Management and Central Receiving Departments are responsible for formally receiving and tagging the items, **but Property Management must be notified if the item is a direct delivery.**

The requesting department head will sign an Inventory Receiving Document at the time the new furniture and/or equipment is tagged and at that point the department head becomes the responsible party and is liable for the asset.

### **Donated Furniture and/ or Equipment**

Furniture and/or equipment that are donated to a department should be received by the Property Management Department. A complete description of the property including serial number, name of the manufacturer, number of items, fair market value, name of donor and any other pertinent information about the property will be recorded when property is marked. The Property Management Department will enter this furniture and/or equipment on the receiving department's inventory record and report it to the State Property Officer.

### **Loaned Furniture and/or Equipment**

When outside agencies loan Jackson State University furniture and/or equipment, it is necessary to conduct a particular type of research, or to enhance a training program a list should be provided to the Department of Property Management which will establish a permanent file. A complete description of the property, the university's inventory number, and number of items, name of lending agency and any other information about the property should be included in the report. It is necessary to also provide a copy of any contracts or agreements. In cases where the agencies grant the University permission to purchase furniture and/or equipment with their funds, that it is to be returned to them at the end of the program, clearly indicate such on the requisition (Title is not Jackson State's). This will place the Property Management Department and Receiving Department on the notice that these items are to be on campus temporarily.

When these items are returned to their owner a report should be sent to the Department of Property Management. A complete description of the property, Jackson State's number, cost and the name of

the agency the property is being returned to and a signed transfer from the receiving party should be included in the report. The Department of Property Management will delete these items from the department's inventory report.

## **Reporting of Assets Other Than Furniture and Equipment**

Section 29-9-21, Mississippi Code 1972, Annotated, covers the inventory requirements for state property. The State Auditor of Public Account requires the head (President) of Jackson State University to make and maintain an inventory of all land, buildings, equipment, furniture and other state property owned or under control of the university. The Department of Property Management is responsible for filing the appropriate reports to the Department of Audit.

The following are examples of assets which require accountable reporting:

### **I. Improvement to Buildings**

1. All improvements increasing the value or life of the facility.
2. The improvement changes which are permanent alterations.
3. The improvements have no minimum cost.

### **II. Improvements Other Than Buildings**

1. New structure of fixture added to the plant, not classified as a building or land. (Examples: sidewalks, parking lots, sewage lines etc.)
2. Reconstruction of structure or fixture. (Example: reworking paved roads)
3. The improvements have no minimum cost.

### **III. Books and Collections**

1. The general library should maintain records of all books and other library items regardless of the source or funds used to acquire them and regardless of their location within the university.
2. Books, periodicals, microfilms and the binding of periodicals should be included in the inventor at cost.
3. Adjustments should be made in the records for volumes and material discarded, lost or for other reasons removed from the library according to information provided by library personnel.
4. In the cost of science collections, including slide collections the department having custody of the collection may establish its own records. In such case, the Department of Property Management would need to know the official name of the collection, a general description and the total estimated value.

5. Items which “appear” to be assets will be addressed during internal audits. Questionable items will be referred to the Department of Audit for clarification.

**IV. Equipment Required to be Reported Regardless of Actual Cost**

1. Weapons (all known types: guns, pistols, rifles, batons, tear gas, etc.)
2. Camera and Camera Equipment
3. Tape Recorders
4. Radio Equipment (including portable and mobile)
5. Typewriters
6. Appliances (Refrigerators, Freezers, Air Conditions, Stoves, Microwave Ovens, etc.)
7. Televisions/Monitors, VCRs, DVD Players
8. Lawn Maintenance Machinery
9. Sterling Silver or Gold
10. Cellular Telephones
11. Computers and Computer Equipment
12. Chain Saws
13. Welding Machines
14. Generators
15. Motorized Vehicles
16. Dictating Equipment
17. Antiques

**Personal Property**

Each director or department head may authorize the use or presence of personal property at Jackson State (i.e. portraits, paperweights, special needs furniture). However, furniture and equipment which is normally provided as supporting items should be discouraged (i.e. personal computers, TVs, DVD players, calculators, typewriters, recorders,).

In all situations, personal property should be clearly marked or tagged with the person’s name and telephone number to prevent confusion that may occur during audits. Unmarked and unclaimed personal property will become property of Jackson State University and appropriately recorded by the Department of Property Management.