Introduction

CSU Long Beach Foundation (Foundation) has established guidelines for inventorial and capital fixed asset purchases and defined the responsibilities and obligations of the Foundation and University departments in regard to the custody and control of property including a biennial inventory verification, maintenance of accurate records, property identification (tagging) and to provide guidelines for proper handling of inventorial property and related record keeping.

These guidelines also include gifts of real estate and art acquired with monies generated by governmental or private grants/awards or acquired as gifts which are administered by Foundation. It is the Foundation's practice to not accept gifts-in-kind unless the donor's gift is contingent upon the acceptance by the Foundation. Gifts-in-kind are usually given to California State University, Long Beach.

Fixed assets purchased with federal, state and other grant funds are expensed at the time of purchase and held in trust until the expiration of the grant or project. During the time the asset is held in trust and at the close of a project, the specific regulations applying to each individual grant and/or contract are applied. Responsibilities for application of grant and contract regulation rests with the Project Director in concert with the Director of Grants & Contracts and her/his staff. Any equipment or facilities purchased using sponsored project funds shall be accounted for managed and controlled in accordance with FAR Part 45, OMB Circular A-110 and other applicable sponsor guidelines (hereinafter REGULATIONS).

Capitalization Threshold

For purposes of this policy a fixed asset is defined as any single item with a purchase price of $5,000 or more and a useful life exceeding 1 year. Costs of general maintenance and repairs to fixed assets are booked to expense as they occur. Cost of major repairs to buildings, etc., which have the effect of extending the life of the asset are added to the value of the asset.

In addition to the capitalization threshold described above, the Foundation tracks items which are theft sensitive. Theft sensitive is defined as an item with an acquisition cost of at least $500 that poses a special risk of loss due to its marketability and portability. Examples of theft-sensitive items are laptop computers, tools, audio/visual equipments, cameras, etc.

Assets purchased by the university but reimbursed by the Foundation become the property of and are tagged by the Foundation.

To ensure compliance with payment card industry standards, all purchases of credit card terminals need to be preapproved by the CSULB Foundation's chief financial officer.

Retirement of a Fixed Asset

Prior to disposal of a Fixed Asset, the Project Director completes the Request to Retired a Fixed Asset form, and forwards it to the appropriate administrator's office for approval. Once approved, the form is sent to the Foundation for appropriate signatures.

Disposal of all Foundation assets, whether capitalized or not, must be handled through the Foundation IST office. Equipment acquired on federally funded sponsored projects
may be used for other activities that are in accordance with federal regulations.

For media retirement, all assets must be sanitized prior to disposal in order to protect the confidentiality of information and related privacy rights. For a complete list of items that must be sanitized, please refer to the following web site:

http://daf.csulb.edu/offices/vp/information_security/policies/elec_media_sanitz_proc.html

If the asset is no longer of use to the Foundation, it may be sold or donated through the Foundation IST office.

**Useful Life**

While fixed assets purchased using externally sponsored funding are not depreciated, useful life is determined in accordance with the Foundation’s guidelines. The life span for depreciation purposes (when applicable) is 40 years for buildings with the exception to the Technology Park which is 25 years. There is 10 year life span for scientific and specialized equipment, and 10 years for furniture and electronic equipment, with the exception of computer hardware and software whose life span is 3.

**Relocate or Transfer a Fixed Asset**

Items that are moved from the original location need be reported to the IST Coordinator. If the equipment will be moved off-campus, the Fixed Assets Transfer sheet needs to be signed by the appropriate administrator.

**Fixed Assets Inventory**

Beginning April 2011, the Foundation will begin conducting a fixed asset inventory on a yearly basis. The type of inventory will alternate between a physical and electronic certification.

**Items Not Found During the Inventory**

If an item cannot be located, REGULATIONS related to the funding source and the useful life of the asset will be taken into consideration. If the missing asset has exceeded its useful life in accordance with (Policy # 25.1-030.1) above, then the Director of Finance and the ISTC will complete the form and retire the missing asset from the system.

If the asset still has a useful life, then the Project Director will be prohibited from using the Foundation’s Purchase Orders or Procurement Card, until the item(s) are located. Please reference the next section (Policy # 25.1-100.1) for lost or stolen assets.

**Lost or Stolen Assets**

Whenever an item in the Fixed Assets System is missing or believed to have been stolen, the project director must contact the University Police department and Foundation purchasing supervisor immediately. The purchasing supervisor will notify the Foundation’s insurance company when deemed appropriate. The Request to Retired a Fixed Asset and the “Missing or Stolen Item” report must also be completed and sent to the ISTC.