

Property Management Policies

Donated Property

Property can be donated to a public agency, public school, or a registered 501(c) (3) non-profit organization. Before University property can be considered for donation, the items must be offered to any other University department that may be able to utilize them. Departments that are interested in donating items to other organizations must be familiar with the survey and donation processes in the [CSUEB Property Management Guide](#).

The CSUEB Property Survey Board must approve all property set aside for donations. In a donation of any office equipment, which contains data storage and retrieval such as a computer, it will be the responsibility of the IT Department to make sure that they have purged the data and wiped the unit (s) to comply with the University's Information Security Office requirements. The items approved for donation then become the sole responsibility of the Property Office and will be relocated to the Property Cage when possible or by providing the appropriate documentation including the description and location of the item. For a donation of computers, create an IT Service Desk ticket to comply with the University's data security requirement for a documented data purge.

When the CSUEB Property Management Office makes a donation to another organization, the appropriate documentation of the donation requirements will be reviewed with the proposed recipient. The required documentation includes: A signed official letter from the recipient, on its organizational letterhead, that lists the property numbers of the items accepted. A copy of the IRS statement of determination may be required in order to document that the organization accepting the donation is a registered 501(c) (3) organization. When the donation is properly documented, the items are removed from the department's inventory.

eWaste Property Definition

Any electronic equipment that is not fully functional and/or damaged beyond repair, or computers that are over five years old, departments should create a [Maintenance Work Request](#) to have it moved. **All computers must go through IT for evaluation first.** Create an [IT Service Desk Ticket](#).

Surplus Property Definition

Surplus Property must be fully functional and contain power cords. Surplus Property should have some external value that can be used by another department, sold via public auction or donated. These items can be transferred to the Property Cage using the [Property Transfer Form](#).

Computers must have a hard drive installed. IT can either wipe the drive that is in the unit or replace it with one previously wiped. All computers must go through IT for evaluation. Create an IT Service Desk ticket.

Trickle-Down Property Definition

Trickle-Down is a program in which recently replaced or unused computers are reassigned to Staff/Faculty. This also includes functional electronic equipment held for use by the University. The IT Department evaluates the computers. For any recently replaced or unused computers in your area create an [IT Service Desk ticket](#).

Property (Assets) Defined

All items purchased using University funds must be capitalized if the amount of the item is equal to or greater than \$5,000 *and* the expected useful life of the item is equal to or greater than one year. Non-capital "sensitive" assets have a purchase price of less than \$5,000. Examples of the University capital assets include, but are not limited to, Vehicles, Buildings, Fixtures, Equipment, Software, Artwork, and Valuable Papers. Examples of the university non-capital "sensitive" assets fall into one of the following categories:

Below are the criteria for taggable assets for the University.

- Capital Assets (value at purchase over \$5000)
- Sensitive Items (value at purchase less than \$5000)
 - Computers/Servers/Laptops
 - Any electronic device (iPad/Pod. Electronic tablets, etc) which stores University information
 - Monitors >\$1300
 - Fire Arms
 - Camera/Camcorders
 - Audio Visual >\$1500
 - Microscopes
 - Mobile Medical Equipment
 - Musical Instruments
 - Science/Electronic Equipment

Property Tag

For damaged tags, contact the [Property Department](#) for a replacement. If a piece of equipment has the old Yellow or White Barcode tags, please contact the [Property Department](#).