



# **MONTHLY BUSINESS MANAGERS' MEETING**

## **“PROPERTY MANAGEMENT”**

**Tuesday, April 8, 2014**

**9:30 am – 11:00 am**

**LSU Student Union – Atchafalaya Room**

*Presented by Accounting Services*

# Announcements

1. Effective April 1<sup>st</sup>, Procurement Services and Property Management became divisions falling under the Office of Accounting Services umbrella.
2. FY14 Spending Freeze
3. Overdrafted Accounts/Professorships
4. Topics for May & June Meetings



# Property Management

**Presented by:**

***Toliver Bozeman***

***Associate Director***

***Property Management***

***Office of Accounting Services***



# TOPICS

- \* 2014 INVENTORY PROCESS - GUIDELINES & EXPECTATIONS
- \* FASOP: PUR-05 “DETERMINATION OF ACQUISITION COST OF TAGGABLE MOVABLE PROPERTY”
- \* OFF CAMPUS/HOME STORAGE OF EQUIPMENT
- \* TRACKING ELECTRONIC DEVICES BELOW \$1,000



# **INVENTORY PROCESS**

## ***COMPLETING THE WORKSHEET***



# **INVENTORY PROCESS**

## ***CONDUCTING THE PHYSICAL INVENTORY***



# INVENTORY KEY DATES

**MARCH 17**

***INVENTORY PACKETS SENT***

**MAY 30**

***RETURN DEADLINE FOR  
COMPLETED INVENTORIES***

**SEPTEMBER 2**

***SUSPENSE LISTS SENT***

**OCTOBER 17**

***RETURN DEADLINE FOR  
SUSPENSE LISTS***

**DECEMBER 12**

***LPAA CERTIFICATION DEADLINE***



# **FASOP: PUR-05**

**“DETERMINATION OF ACQUISITION COST OF  
TAGGABLE MOVABLE PROPERTY”**



FASOP: PUR-05

***MOVABLE PROPERTY***

**LSU**

FASOP: PUR-05

***TAGGABLE MOVABLE PROPERTY***



FASOP: PUR-05

***WHAT'S INCLUDED IN ACQUISITION  
COST?***



FASOP: PUR-05

***MULTIPLE METHODS OF ACQUISITION***

**LSU**

FASOP: PUR-05

***SIGNIFICANCE OF OBJECT CODE  
ACCURACY***



FASOP: PUR-05

***NO LACARTE PURCHASES OF  
TAGGABLE MOVABLE PROPERTY***

**LSU**

FASOP: PUR-05

***NO LACARTE PURCHASES OF  
TAGGABLE MOVABLE PROPERTY***

*Full Enforcement To Begin June 1*



FASOP: PUR-05

***ACTS OF DONATION***



FASOP: PUR-05

***AGREEMENTS, CONTRACTS OR  
AGENCY TRANSFERS***



# OFF CAMPUS/HOME STORAGE OF EQUIPMENT



# TRACKING ELECTRONIC DEVICES BELOW \$1,000





***QUESTIONS?***

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