



CAMPUS CORRESPONDENCE

To: LSU Vice Chancellors, Deans, Directors
& Department Heads **Date:** February 25, 2014

From: Marie C. Frank, MPA, CPPB *Marie C Frank*
Executive Director of Procurement Services & Property Management

Subject: FASOP: PUR-05 "Determination of Acquisition Cost of Taggable Movable Property"

The LSU Office of Property Management is responsible for the inventory of Taggable Movable Property. The attached FASOP PUR-05 is to define the responsibilities of administrative units in ensuring movable property to be inventoried is properly valued in the University asset management system and financial statements.

Please distribute this FASOP throughout your college, department, and/or office responsible for procurement and property management.

If there are any questions, please feel free to contact me at mfrank@lsu.edu or Toliver Bozeman at tbozeman@lsu.edu.

C: President King Alexander
Vice President Dan Layzell
Provost Stuart Bell
Vice Provost Jane Cassidy
Interim Vice Chancellor & CFO Robert Kuhn