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 1st, 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
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>MARCH 17</td>
<td>INVENTORY PACKETS SENT</td>
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<tr>
<td>MAY 30</td>
<td>RETURN DEADLINE FOR COMPLETED INVENTORIES</td>
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<tr>
<td>SEPTEMBER 2</td>
<td>SUSPENSE LISTS SENT</td>
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<td>OCTOBER 17</td>
<td>RETURN DEADLINE FOR SUSPENSE LISTS</td>
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<tr>
<td>DECEMBER 12</td>
<td>LPAA CERTIFICATION DEADLINE</td>
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FASOP: PUR-05

“DETERMINATION OF ACQUISITION COST OF TAGGABLE MOVABLE PROPERTY”
FASOP: PUR-05

MOVABLE PROPERTY
FASOP: PUR-05

TAGGABLE MOVABLE PROPERTY
FASOP: PUR-05

WHAT’S INCLUDED IN ACQUISITION COST?
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MULTIPLE METHODS OF ACQUISITION
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SIGNIFICANCE OF OBJECT CODE ACCURACY
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NO LACARTE PURCHASES OF TAGGABLE MOVABLE PROPERTY
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**NO LACARTE PURCHASES OF TAGGABLE MOVABLE PROPERTY**

Full Enforcement To Begin June 1
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ACTS OF DONATION
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AGREEMENTS, CONTRACTS OR AGENCY TRANSFERS
OFF CAMPUS/HOME STORAGE OF EQUIPMENT
TRACKING ELECTRONIC DEVICES BELOW $1,000
QUESTIONS?

TOLIVER BOZEMAN
PROPERTY MANAGEMENT
3555 RIVER ROAD
BATON ROUGE, LOUISIANA 70803
(225) 578-6923
TBOZEMAN@LSU.EDU