



**Property Management**

# **Grant Funded Assets**

**River Road Annex**

**3555 River Road**

**Baton Rouge, LA 70803**

**(225) 578-7136**

**Email [property@lsu.edu](mailto:property@lsu.edu)**

# Agenda

- Property Management
- Property Tagging
- State vs Grant Purchase
- Active Grant
- Inactive Grant
- Questions

# Property Management Authority

**Office of Property Management's authority is given through State Title 34 of the Louisiana Administrative Code promulgated in accordance with Louisiana Revised Statute 39.**



# Property Tagging



All inventoried assets must be tagged with a unique inventory number assigned through the Office of Property Management within 60 days of receipt. Tags will be placed in a position for easy visibility or scanning. Certain equipment may require tag numbers to be attached or written with a permanent marker. Departments are responsible for notifying Prop Mgmt. of any equipment that does not have an LSU inventory tag if it is valued at \$1,000 or more.

Mandatory tag for items \$1,000 or more. (Tracked by LSU)



Optional tag for items below \$1,000 threshold (tracked by Department)



# State vs Grant Purchase Assets

- No REAL difference on tagging of assets
- State assets value is \$1000 or greater, useful life of over 1 year
- All assets purchased on Grants of \$1000 are considered property
- All assets are owned by LSU, unless Grant Award Document specifically states assets owned by a different entity (students, parish, etc)
- All assets are included in LSU Inventory
- Grant purchased assets are included in the pool and are subject to yearly audit by the Legislative Audit.

# Active Grants

- **LSU Active Grants-** Normal Process, Purchasing new assets  
Tagged per policy by LSU, Register asset under Grant number, Inventoried yearly by Cost Center
- **Active Grant Leaving LSU**
  - All assets purchased under the grant are authorized to be moved if the grant is active and research is to be completed at another location
  - Turn List of assets over to LPAA
  - Assets removed from LSU Inventory
- **Active Grants Coming to LSU**
  - List of assets on Active grant- SPA and Property Management
  - Once Assets are approved by out going agency and received by LSU, Property Management will add assets to Cost Center for inventory purposes.

# Inactive Grants

- LSU Inactive Grant
  - Assets are not automatically transferred
  - Assets require Dean/Department Head approval
  - LPAA must approve all assets to transfer to another organization
  - Organization needs to register as a Preferred Buyer with LPAA or purchase assets from GovDeal Auction
  - LPAA will set cost per asset, if not auctioned
  - Organization purchasing asset is required to pay and coordinate all shipping

# Review

- Property Management
- Property Tagging
- State vs Grant Purchase
- Active Grant
- Inactive Grant



# Questions

# Property Mgmt. Contacts

- **Toliver Bozeman**, Director  
578-6923 [tbozeman@lsu.edu](mailto:tbozeman@lsu.edu)
- **Jason Whitfield** , Associate Director  
578-7136 [jwhitf1@lsu.edu](mailto:jwhitf1@lsu.edu)
- **Mary Olinde**, Compliance Manager  
578-6872 [molinde@lsu.edu](mailto:molinde@lsu.edu)