1. **Purpose.** The purpose of this policy and procedures is to facilitate the management, protection and accurate inventory of the physical property of Eastern New Mexico University (the University).

2. **Policy.** The policies established in furtherance of the above purpose are as follows:
   
   A. University property shall be used only for the University’s mission and the business clearly attendant to that mission.
   
   B. The University shall maintain a uniform property management and control system, and shall have written procedures to effect that system.
   
   C. No University property shall be removed from campus except in compliance with the University’s written procedures.
   
   D. Appropriate administrative officials shall be held administratively responsible for control and use of University property.
   
   E. It is recognized that, in the performance of specified job duties or assignments, faculty, staff and students may have a need to use some University property off campus.
   
   F. Property removed from campus must be returned to the proper location on campus when the off-campus work is completed.
   
   G. A University employee or student using property off campus assumes the care, custody and control of such property, and shall be held financially responsible if loss of or damage to the property is attributable to negligence of that employee.
   
   H. University property shall not be disposed of in any manner except that prescribed in NMSA 1978, §§ 13-6-1 through 13-6-4.

The foregoing purpose and policies shall be implemented by the following procedures.

3. **University Administration.** These policies and procedures shall be administered by the comptroller, with oversight by the vice president for Business Affairs (the VPBA). Further:
   
   A. The supervisor of Inventory Control (the SIC) has the responsibility and authority to monitor the location and status of property and to maintain inventory control records. Such responsibility and authority includes, but is not limited to, the following specific activities:
      
      (1) Affixing University property tags and/or federal grant tags to all University property;
      
      (2) Providing reports and other information from inventory records;
      
      (3) Maintaining and generating financial records on University property;
      
      (4) Maintaining, as part of inventory records, records of the location of all University property;
(5) Within accepted practice, coordinating physical inventories as needed, and preparing an annual report of physical inventory, for certification by the Board of Regents, on or before 30 September, in compliance with Subsection E of 2.20.1.16 NMAC; and

(6) Cooperating with the purchasing officer to provide valuations necessary to maintain insurance coverage on University property through the Risk Management Division of the New Mexico General Services Department.

B. The chief of University Police shall cooperate with the SIC in investigating incidents of loss, damage or theft of University property, and shall file written reports of all such reported incidents with the SIC.

4. Property Defined. As used in these policies and procedures, University property refers to all real estate and tangible personal property owned by the University, leased by the University, borrowed by the University or otherwise legally or equitably in the possession or control of the University.

A. **Tangible personal property** means tangible property, other than real estate, having a physical existence, including but not limited to supplies, equipment, materials and printed materials. [See NMSA 1978, § 13-1-93.]

B. **Real estate** generally means land and structures permanently affixed to land. [See NMSA 1978, § 47-1-1 for a statutory definition.]

5. Title. Title to all property rests with the University rather than with any administrative unit of the University. Thus, property cannot be disposed of by an administrative unit, or transferred to another administrative unit, except in compliance with these procedures.

6. **Departmental Responsibility.** Each administrative unit within the University is responsible for the management and control of all property which it purchases, which it is assigned and/or which is otherwise under its control. Such responsibility includes, but is not limited to, the following:

A. Compliance with University purchasing procedures;

B. Use of restricted or government excess property;

C. Cooperation with the SIC by allowing access for affixing identity tags to property;

D. Proper use, maintenance and security of the property in compliance with sections 8, 9 and 10 below;

E. Maintaining sufficient internal records to enable the University to report shortages, loss or theft of property;

F. Assisting in the yearly University physical inventory taken pursuant to NMSA 1978, § 12-6-10 and

G. Disposing of property according to University policies and state laws in compliance with section 14 below. [See NMSA 1978, §§ 13-6-1 through 13-6-4.]

7. Reporting Acquisition. Regardless of the manner of acquisition, all property acquired by the University shall be reported to the SIC immediately in the following ways:

A. **Purchases.** Purchases, including leases, regardless of the source of funds, shall be reported to the SIC automatically by compliance with University purchasing procedures, that is, the SIC acquires this information through extraction reports for accounts payable checks for furniture and equipment using the University administrative software module.
B. **Gifts.** Records of gifts to the University shall be made by the Development Office, and copies of such records forwarded to the SIC.

C. **Loaned Property.** Records of the loan of property (such as artwork) to the University shall be made by the administrative unit receiving the loaned property, and copies of such records shall be forwarded to the University purchasing officer.

8. **Use and Location.** University property shall be used:

   A. For the purpose or purposes originally intended;

   B. By the administrative unit which originally procured it, unless transferred in compliance with these procedures or meant for multiple users;

   C. In the location first designated by such administrative unit (with the understanding that certain types of property are meant to be mobile) and

   D. If applicable, in compliance with the terms of any contract or grant associated with its acquisition unless the SIC is notified by the completion and delivery of a Property Acquisition form that any of the above circumstances have changed.

9. **Maintenance.** The standard of care and maintenance of property shall ensure the longest useful existence possible for the property under the circumstances of its intended use. All property shall be maintained according to manufacturer’s recommendations and/or according to other accepted practices. When possible, schedules for lubrication, cleaning, calibration, painting and inspections shall be followed.

10. **Security.** Each college, department and/or other administrative unit shall:

    A. Maintain current records of the location of each item of property so that any item can be located for inspection or inventory control purposes within a reasonable length of time;

    B. Protect property from damage or loss as it is moved from one (1) location to another and

    C. Within the constraints of the University’s mission, make necessary and reasonable provisions for the physical security of any University property in its custody.

11. **Taking Property Off Campus.** No item of University property shall be removed from campus except for instructional or official University presentations unless approved by the area’s vice president or the president and only in conformance with this section.

    A. **“Removal From Campus” Defined.** As used in these policies and procedures, property removed from campus with permission of an employee of the University shall not be deemed to have been removed from campus unless it is to remain off campus for a period exceeding two (2) weeks. However, the administrative unit from which the property is removed must keep an appropriate record of the removal.

    B. **Removal Requirements.** No property shall be removed from campus except upon completion of an Equipment Checkout form. Such forms shall be provided by the SIC and shall require the following:

        (1) Identity of the employee(s) or student(s) who will use the property off campus;

        (2) Detailed description of off-campus location of the property;

        (3) Justification for taking the property off campus;

        (4) Complete description of the property, including inventory and serial numbers;

        (5) Description of the condition of the property on the check-out date;
(6) Name, address and telephone numbers (work and home) of the employee(s) or student(s) who will use the property off campus;

(7) Exact location of the property and

(8) Approval by signature of the employee’s supervisor or student’s instructor.

Each administrative unit shall keep completed Equipment Checkout forms in a file, and shall send a copy of each form to the SIC.

C. Exceptions. The following types of property are governed by separate University procedures and are exempt from guidelines in this section:

(1) Automobiles and

(2) Golden Library materials which are ordinarily checked out.

D. Return Procedure. The Equipment Checkout form shall contain a portion to be completed when the property is returned to campus. That portion of the form must be completed and signed by the appropriate supervisor/instructor.

E. Reporting Lost, Damaged, Stolen Property. University property lost, damaged or stolen while off campus shall be reported to the University Police first, then to the SIC, then to the Purchasing Office during the next University working day after discovery of the loss, damage or theft. If theft or vandalism is apparent or suspected, a report should be made to an appropriate law enforcement agency at the earliest opportunity.

F. Responsibility for Lost or Damaged Property. If University property is lost or damaged (beyond ordinary wear and tear) while off campus, the following remedies shall be available to the University:

(1) The University shall do everything necessary to file a claim through the Risk Management Division of the New Mexico General Services Department.

(2) The employee into whose control the property was checked out shall bear financial responsibility for the property unless the loss or damage was not due to the gross negligence or willful act of the employee.

(3) Any remaining loss shall be covered out of the budget of the administrative unit under whose control the property was checked out.

G. Determination of Responsibility. The comptroller shall make the initial determination of any budgetary and personal responsibilities for loss, theft or damage to property, and that determination shall be delivered in writing to the responsible administrative unit and/or employee or student. If there is disagreement about the responsibility or the manner or amount of payment, the administrative unit and/or the employee may appeal in writing to the VPBA. The decision of the VPBA shall be submitted to the appropriate administrative unit and/or employee in writing within ninety (90) days of the appeal, and shall be final.

12. Property of Individuals. Individuals bringing their own property to the University must assume responsibility for loss, theft or damage to that property as the University cannot assume liability for such incidents. Such property should be marked, tagged or otherwise identified by the individual so that the University shall not tag and number it as University property.
13. **Physical Inventories.** NMSA 1978, § 12-6-10 requires the University to make a physical inventory of its property each year. The comptroller shall provide uniform written inventory procedures and guidelines for use by administrative units in conducting physical inventories. The comptroller’s inventory procedures and guidelines shall be in conformance with good accounting and management practices and shall include the following:

A. Physical inventories shall be taken each year during the period beginning February 1 and ending April 15.

B. The cost of performing the physical inventory of each administrative unit shall be a part of the budget of that administrative unit; however, the SIC shall provide some training and technical assistance at no cost to the administrative unit.

C. A list of administrative units failing to take proper physical inventories shall be provided by the comptroller to the VPBA and the president each year.

14. **Disposition of Property.** University property may, under no circumstances, be simply thrown away or given away. Disposition of any property must be made in compliance with NMSA 1978, §§ 13-6-1 through 13-6-4. The following procedures must be used for the disposition of University property:

A. **Disposition Approval.** In all instances of disposition the University must:

   1. Obtain approval of the University Property Disposition Oversight Committee;
   2. Obtain approval of the VPBA;
   3. Obtain approval of the Board of Regents;
   4. Send the Board of Regents’ approval to the state auditor for approval thirty (30) days prior to disposition and,
   5. If the estimated resale value of any one (1) item exceeds $5,000.00, the sale of that item must also be approved by the Higher Education Department.

B. **Types of Dispositions.** Additional procedures for the various types of property dispositions are as follows:

   1. **Statutory Donation or Negotiated Sale.** University property may be disposed of by donation or negotiated sale to other agencies, local public bodies, municipalities, school districts or educational institutions of the state of New Mexico.

   2. **Sealed Bid.** Sealed bidding may be used as a means of disposition of property when a trade-in has not been possible or advantageous (see section 15 below); where donation or sale to other state agencies or institutions have not been viable options; where sealed bidding is deemed to be the disposition method most financially advantageous to the University or where safety or other special circumstances indicate sealed bidding as a method of disposition.

   3. **Open Auction.** Obsolete, irreparable or surplus items may be sold at public auction under the following conditions:

      a. Items placed in the auction must remain available for departmental review and retrieval until noon (12:00 P.M.) the day prior to the sale (computers and audio visual equipment may not be retrieved) and

      b. Proceeds from the auction shall be placed in the University General Fund.
15. **Trade-ins/Exchanges.** Trading property in or exchanging it for value on an item of property to be purchased is not considered a “disposition,” but requires the following procedures:

A. Written approval of the appropriate administrator attached to or included within the requisition;

B. The serial number and inventory number of the trade-in included within the requisition;

C. The dollar amount of the value of the trade-in included within the requisition;

D. Written Purchasing Office approval, in order to ensure that appropriate statutory procedures are followed and

E. Appropriate administrative assurances that there are no grant or contract restrictions on disposition of the property.

16. **Museums, Libraries, Art, Literature, Special Collections.** It is understood that museum pieces, library collections, art objects, literature and other special collections are, in many ways, treated differently than other property, but the special nature of such property in no way exempts it from these policies and procedures. Administrative units acquiring such property are obligated to comply with the New Mexico Abandoned Cultural Properties Act, NMSA 1978, § 18-10-1 through 18-10-5, where applicable.

Approved by the Board of Regents on May 12, 2006.
Amendments approved Board of Regents on April 25, 2014.