

FSU College of Medicine Policy for the Safeguarding, Receipt, and Distribution of Property

The FSU College of Medicine must safeguard and manage assets in accordance with University Policy. The President of the University is the custodian for all University property and has delegated this responsibility to Deans. The Dean has designated a Property Custodian, Property Manager, and Store Room Manager, and holds each unit and employee accountable for property within their work areas.

Property Manager and Property Custodian Responsibilities

The Dean has designated a Property Manager as authorized signer to review and approve all changes to our inventory. The Dean has designated a Property Custodian to act as the central repository for property records on all assets of the College. The property manager will account for all property and maintains the college's records.

Departmental Property Custodian's Responsibility

The Dean has designated property custodians for each unit (division, department, office, etc.) within the College of Medicine. Each property custodian is responsible for accounting for all inventoried assets located within his or her area, coordinating the move of assets, completing the required FSU forms ([PC213-Property Change Form](#) used to transfer property to different locations within the COM, as well as units outside of the COM, including surplus; [ER244-Equipment Use Form](#) used to check out property that can and/or will be utilized off-campus; [Off-Site Capital Equipment Use Form](#)) and assisting with yearly inventory.

Store Room Manager Responsibility

The Dean has designated a Store Room Manager to act as central receiving. All property ordered for the College must be shipped to central receiving. The Store Room Manager will be responsible for identifying property to be tagged and initiating the COM [Property Accountability Form](#) (the Property Accountability Form will be utilized to transfer property accountability to employees and units).

Information Technology Responsibility

Information Technology property is received through central receiving and then accepted by the COM Office of Information Technology. The COM Office of Information Technology deploys the property to the end user and completes the Property Accountability Form for items that do not have an FSU Property tag, or a form PC213 for items that do have an FSU Property tag, completing and providing a copy of the Property Accountability Form or PC213 to the Property Custodian documents the transfer of accountability to the end user. The COM Office of Information Technology is responsible for coordinating with the Property Custodian on the distribution of property to students and ensuring that the Equipment Use Request forms are completed prior to releasing property to students.

Employee Responsibility

Each employee is responsible for property within their work area. Any transfer of property from one location to another must be coordinated through the departmental custodian prior to relocation. If the item is an IT resource, the COM Office of Information Technology should also be contacted. If property is removed from University premises, the employee must first complete an Equipment Use Request form (ER244) with the departmental custodian, in accordance with [FSU policy OP-D-2-F9](#), **"property may be removed from campus locations only if it is required by a contract or grant, or if the use of the property in the off-campus location will further the goals of the University."**

I have read the Policy for the Safeguarding, Receipt, and Distribution of Property and understand my responsibility.

Print Name: _____

Signature: _____ Date _____

Dean's Signature _____